



Virtual Family Readiness Group (vFRG) Site Administrator's User Guide

Revised 1/2006

Rev. No.	Summary of Changes/ Initials	Publish Date
Rev. New	First publication of document/ EP	01/25/2006

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1 Welcome!

The Virtual FRG (vFRG) Web system has been developed to help your Family Readiness Group (FRG) prepare families for deployments, unaccompanied tours and extended temporary duty assignments. Your FRG site helps you to easily and effectively communicate the latest news and important information to *your* military families.

In this guide, we'll give you the information you need to establish an FRG site, and how to add and manage the content and resources of your FRG site.

2 Creating a vFRG Website

In order to receive an invitation to setup a vFRG website, you must be registered with the VFRG web system. This enables the vFRG System Administrator to select your information from the database and invite you to setup a vFRG website.

2.1 vFRG Registration

Each Site Administrator must register with vFRG in order to establish a vFRG website.

To access and register with vFRG:

1. To access vFRG, open the internet browser and enter <http://www.armyfrg.org> to access the Virtual FRG web site. The vFRG Home page will appear.
2. Select *Registration* in the upper right corner of the vFRG window; you'll be taken to the Registration window.
3. Select *Click here to register now*; The Registration Form will appear. To conserve space, only a portion of the Registration Form is displayed.



The screenshot shows a web page titled "Registration: Site Registration" with a green header. Below the header, there is a link "Register for this site." and a "Registration Form" section with a green header and a close button. The form contains five input fields, each with an asterisk indicating it is required: "* User Name", "* Password", "* Confirm Password", "* First Name", and "Last Name".

- Fill in the Registration fields and select *Continue* to proceed with the registration process. A Verification dialog will appear displaying the information entered.
- Should any information need editing, select the entry and the Registration Form will reappear.

NOTE: You will have to reenter your password and confirm password.

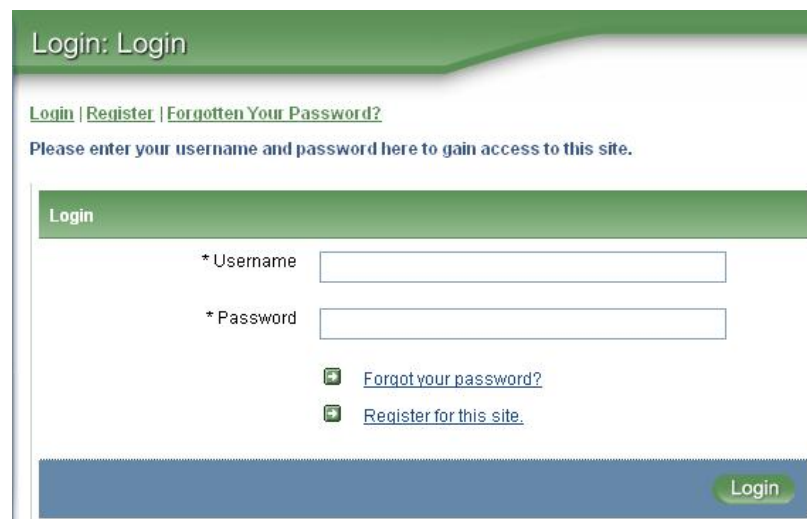
4. Make corrections, and reenter your password and confirmation password as necessary and select *Return*. You'll be returned to the Verify your Information dialog.
5. Select *Register* to continue with the registration process. The Registration complete dialog will appear.



6. Select *Continue*; the screen will change to the FRG Finder window.

- **Creating your vFRG Website - Creation Wizard**

- Once you have registered with the vFRG system, inform the system administrator; they will email you a vFRG Web System Invitation. Registration is required in order for the FRG system administrator to find and confirm your information and site requirement in the database.
- **NOTE: To ensure all required FRG Creation Wizard pop-up windows will appear, enable pop-ups on your web browser.**
- **To setup a vFRG website:**
- Within the invitation email, select the link to begin the vFRG Creation Wizard. The Army FRG Login Display Disclaimer will appear.
- Select OK, you'll be directed to the ARMY FRG login.



The screenshot shows a web browser window with a green header bar containing the text "Login: Login". Below the header, there are links for "Login", "Register", and "Forgotten Your Password?". A message states: "Please enter your username and password here to gain access to this site." Below this is a white box with a green header labeled "Login". Inside this box are two input fields: "* Username" and "* Password". Below the password field are two links: "Forgot your password?" and "Register for this site.". At the bottom right of the white box is a green "Login" button.

- Enter your username and password established during registration. Select *Login*. A Security Alert pop-up will appear stating redirection to an unsecured connection.
- Select Yes to continue. The FRG Creation Wizard dialog will appear.

FRG Creation Wizard

Parent FRG ArmyFRG Staging

Please enter the name of your FRG. If the 'Released' button is checked, the new subsite will be visible to the public.

* Name

Motto

Nickname

Please indicate whether your FRG will be viewable by the public. It is recommended that you initially leave this unchecked, and then change it later once you have added content to your FRG.

Released ☐

[Continue](#)

- Edit your FRG or Unit's name. This will appear in your websites banner.
- Enter your FRG or Unit's motto. This will appear in your websites banner.
- Enter your FRG or Unit's nickname.
- Check the Released check box to make your FRG viewable to the public, or leave it unchecked until the FRG content has been added. If you decide to leave it blank, you will be able to Release the site by referring to Section 16.4, FRG Site Management Tools, Edit FRG.
- **Note: Family and friends users will only be able to select your unit's FRG site if it in the Released mode.**
- Select *Continue*, you'll be directed to the Shortcut Information dialog. Here you'll be able to add your unit's nickname, or something else of relevance, which will be added to the ArmyFRG URL and direct you to your units FRG site.

Shortcut Information

Site shortcuts redirect a sub-path of a url (i.e. "http://yoursite/SHORTCUT"). Your shortcut must contain only the following characters:

- alphanumeric characters (A to Z, a to z, 0 to 9)
- the following characters: -_!~*()

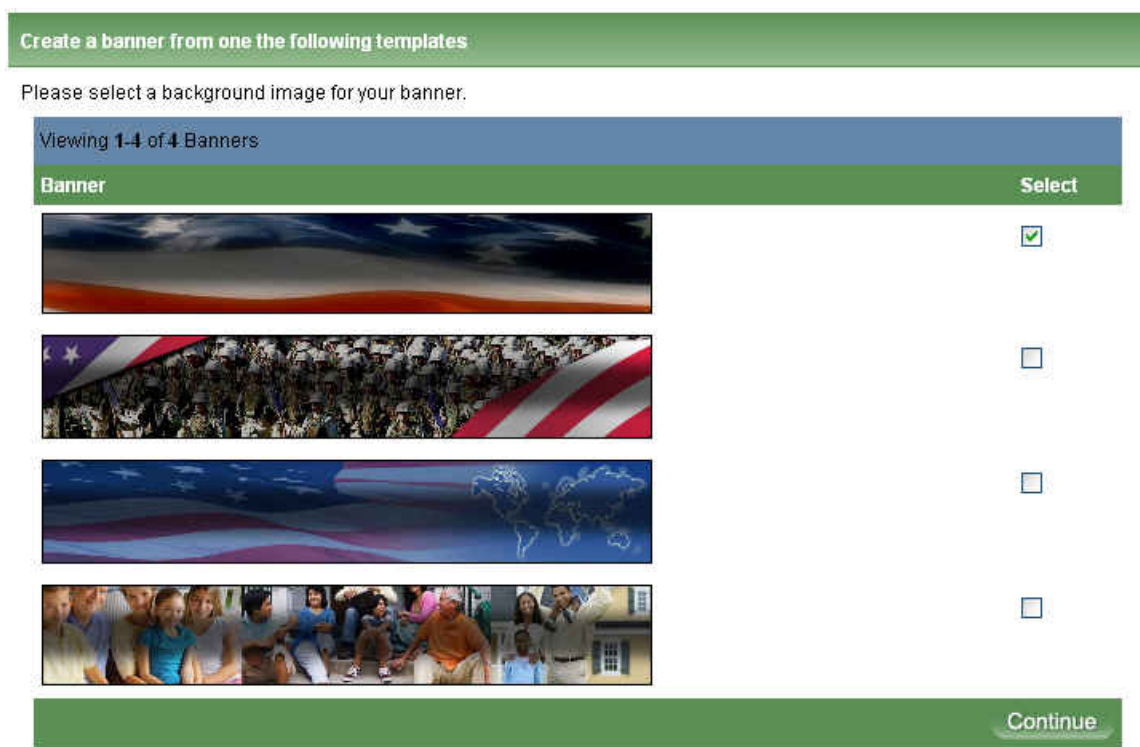
Shortcut Type Site

* Shortcut

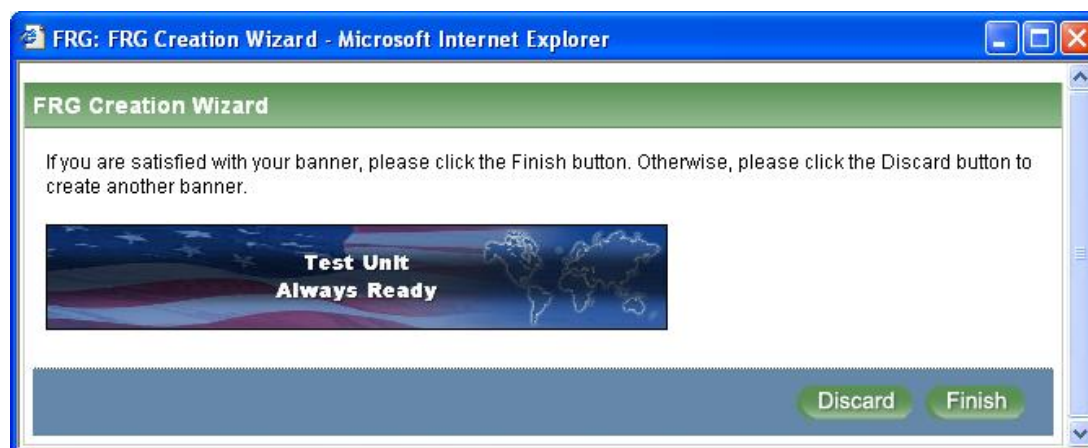
Url http://staging-armyfrg/skins/ArmyFRG/display.aspx?SetSubsiteID=65930a64-81a8-4619-9e97-bdba60bab0af

[Add Shortcut](#)

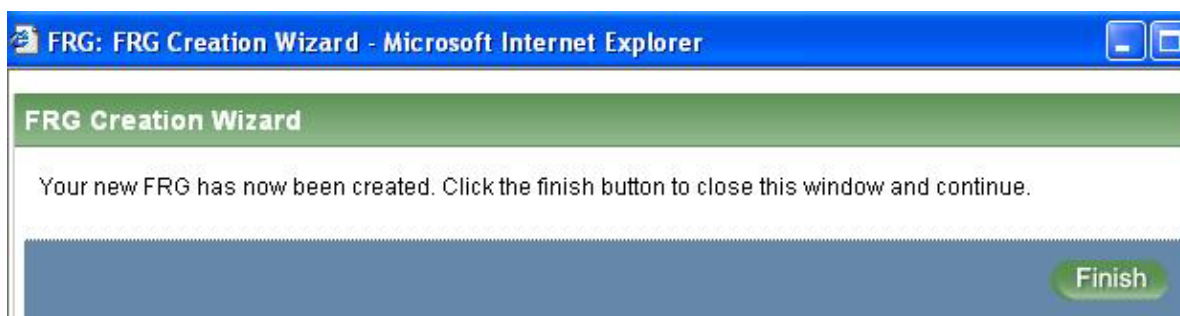
- Select *Add Shortcut*; the shortcut will be added to the ArmyFRG URL and the Banner options dialog will appear.



- Select a banner *checkbox*.
- Select *Continue*, the FRG Creation Wizard will display the banner selected, with your units name and motto displayed.



- Select *Finish* to retain the displayed banner, or select *Discard* to be returned to the banner options dialog. Select a replacement banner and select *Continue*.
- Once you select *Finish*, a confirmation window will appear stating your new FRG has been created.



- Select *Finish*, you should be directed to the Army FRG home page and the next step in setting up your vFRG website.

- **Selecting an FRG**

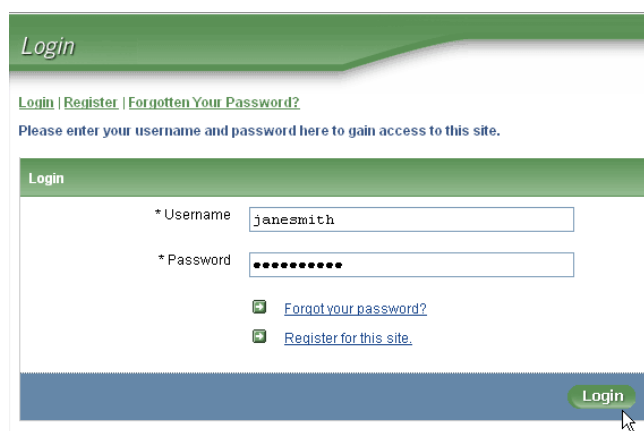
- Once your unit's FRG website has been established select the My FRG drop-down list located on the home page of your site. The list of vFRG sites you have subscribed to will be displayed; right now, there will only be two, Army FRG and the site you just established.
- To get started, go to the Virtual FRG Web site (<http://www.armyfrg.org>). Use the *Select FRG* drop-down menu at the top of the page to select your FRG's site. Press the **Go** button. (Note: If a site has not already been created for your FRG, see the [FRG Creation Wizard](#) topic in this guide for more information on creating new FRG sites.)



- Once you've navigated to your vFRG's site, click the *Login* link at the top of the page, right under the site banner.



- Enter your *Username* and *Password*. Then, press the **Login** button.



3 Managing Your vFRG Site

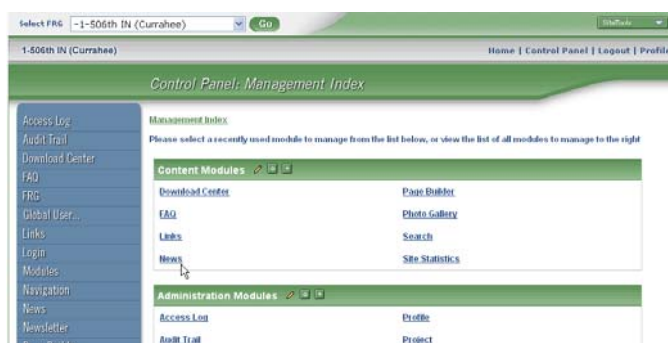
Once you have logged in, you will see some changes in your vFRG's site. You will see small pencil (✎) or "editing" icons scattered throughout the site. By clicking these icons, you can directly access a form to update the content on your site.

You will also see a link to access the *Control Panel*.



The Control Panel is your link to managing the content on your vFRG's site. From the Control Panel, you can easily access tools to add subscribers, and to review, manage, or add content to your site. The main navigation screen of the Control Panel is called the **Management Index**.

From the Control Panel index, click on a module name to access that module's management tools. For example, if you want to add a news article, click the News link.



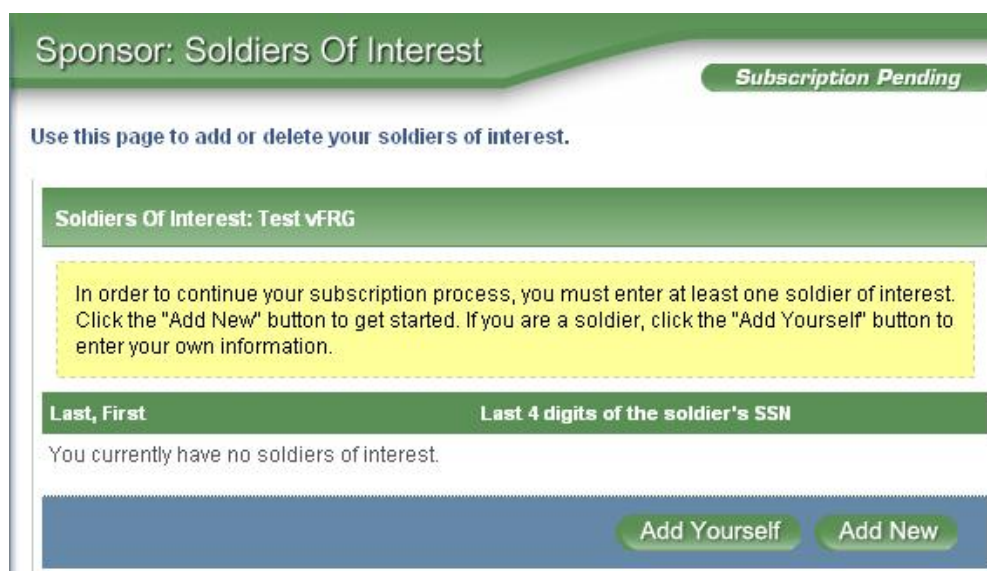
4 Managing vFRG Site Subscribers

One of the most important responsibilities as a Site Administrator is authorizing subscribers to your unit's vFRG site. Refer to your unit's policies and procedures for authorizing subscribers prior to continuing with the vFRG Subscriber process.

4.1 Adding Subscribers

The user/subscriber must go through a number of processes in order for you, the administrator, to be notified of their request for a subscription. These include:

- The Subscriber must register at www.armyfrg.org
- The Subscriber must subscribe to your vFRG website.
- The Subscriber must add Soldiers of Interest from your unit in order to be approved access. More than one Soldier of Interest can be entered.



7. The Subscriber must complete the DEERS/AKO Authentication in order to sponsor other users. Otherwise, this step is optional.


Once a user/subscriber registers for your unit's vFRG site, enters Soldiers of Interest, you the administrator will receive an email stating a new subscriber has registered.

Note: Subscribers will be automatically approved if their Soldier of Interest has already registered them with the soldier's unit vFRG site.

To Approve Subscribers to your vFRG Site:

1. Once a potential subscriber has registered with vFRG and selected your unit's vFRG site, and entered Soldiers of Interest you'll receive an email for a request for subscription.

You have a subscription request for your vFRG site.

 support@defenseweb.com

To: cfletch_2001@hotmail.com; Christine Hall - DefenseWeb Technologies

The following user has applied for subscription to your vFRG. (Test vFRG)

Name: Jason Doe

Username: jason.doe

Soldiers of interest: Jason Doe, John Smith

Click here to approve this subscription:

<https://www.armyfrg.org/skins/ArmyFRG/display.aspx?mode=manage&moduleid=e612bd22-cf80-48c1-a9ff-6e135889ae97>

Thank you,









vFRG Web Support

2. You will be directed to your sites Subscription List. Go to Step 5.
3. An alternative is from you home page, select *Control Panel*, the Control Panel: Management Index window appears.
4. From the *Custom Modules* pane, select *Subscription List*; a list of current user/subscribers will appear, both approved and not approved.

Subscribed Users

Subscribed Users: DemoFRG

Status: ALL

User	Soldiers Of Interest	Approved	Can Admin	Can Create
  Admin, FRG	(none)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
  Smith, Jane	X - Tim Smith (1122)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
  Smith, Ted	X - Mary Thomas (1122)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
  Whalen, Elizabeth	X - Larry Whalen (1234)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X - Soldier Not A Sponsor or Not Subscribed
N - User Not Sponsored
S - User Sponsored

Viewing 1-4 of 4 Subscribers









Export List Refresh Save Checkbox Changes

- Select the check boxes that apply to new subscribers. Select *Save Checkbox Changes*. The Subscription List will remain, with changes to subscribers saved. **NOTE: You can send the user an email by clicking the envelope to the left of the user's name.**

Subscribed Users

Subscribed Users: DemoFRG

Status: ALL

User	Soldiers Of Interest	Approved	Can Admin	Can Create
  Admin, FRG	(none)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
  Smith, Jane	X - Tim Smith (1122)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
  Smith, Ted	X - Mary Thomas (1122)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
  Whalen, Elizabeth	X - Larry Whalen (1234)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X - Soldier Not A Sponsor or Not Subscribed
N - User Not Sponsored
S - User Sponsored

Viewing 1-4 of 4 Subscribers

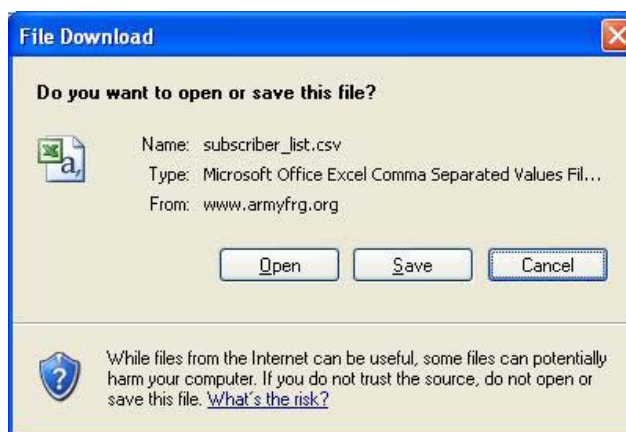
Export List Refresh Save Checkbox Changes

4.2 Subscribers Export List

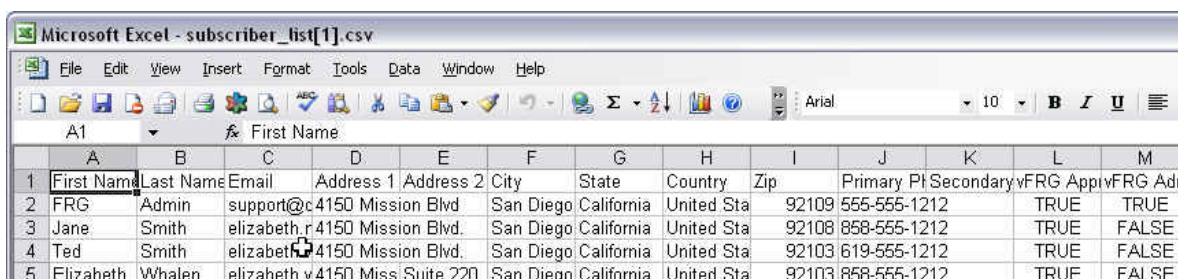
At the bottom of the Subscribed Users window is *Export List*. This application opens an excel spread sheet of all subscribers to your units vFRG displaying their names, addresses, telephone numbers, and approval status. This allows you the unit administrator to print, save or email your units subscribers list.

To view the Export List

1. From the Subscription List/Subscribed Users select *Export List*. An MS confirmation window will appear



2. Select *Open, Save or Cancel*. By selecting *Open*, the Subscriber List in Excel format will appear.



















	A	B	C	D	E	F	G	H	I	J	K	L	M
	First Name	Last Name	Email	Address 1	Address 2	City	State	Country	Zip	Primary Pt	Secondary	vFRG Appr	vFRG Adm
1	FRG	Admin	support@	4150 Mission Blvd		San Diego	California	United Sta	92109	555-555-1212		TRUE	TRUE
2	Jane	Smith	elizabeth_r	4150 Mission Blvd.		San Diego	California	United Sta	92108	858-555-1212		TRUE	FALSE
3	Ted	Smith	elizabeth	4150 Mission Blvd.		San Diego	California	United Sta	92103	619-555-1212		TRUE	FALSE
4	Elizabeth	Whalen	elizabeth.v	4150 Miss Suite 220		San Diego	California	United Sta	92103	858-555-1212		TRUE	FALSE

3. Once the Subscriber List is open, you'll be able to manipulate it as with any other excel spread sheet. Select *File – Exit* to return to you unit's vFRG Subscription List: Subscribed Users.

4.3 Modifying Your vFRG Site Subscribers

Should you need to disapprove or unsubscribe a previously approved subscriber, conduct the following procedural steps:

1. From your site's home page, select *Control Panel*. The Control Panel: Management Index window will appear.
2. In the Custom Modules, select the *Subscription List*, you unit's vFRG site Subscription List will appear.

Subscribed Users 				
Subscribed Users: DemoFRG				
			Status	ALL 
User	Soldiers Of Interest	Approved	Can Admin	Can Create
  Admin_FRG	(none)			
  Smith_Jane	X - Tim Smith (1122)		<input type="checkbox"/>	<input type="checkbox"/>
  Smith_Ted	X - Mary Thomas (1122)		<input type="checkbox"/>	<input type="checkbox"/>
  Whalen_Elizabeth	X - Larry Whalen (1234)		<input type="checkbox"/>	<input type="checkbox"/>
X - Soldier Not A Sponsor or Not Subscribed N - User Not Sponsored S - User Sponsored				
Viewing 1-4 of 4 Subscribers				
Export List Refresh Save Checkbox Changes				

3. Each User's name is a link to their User Subscription Status. Click on the name whose subscription you wish to view or edit.

Subscription List: Update User Subscription...

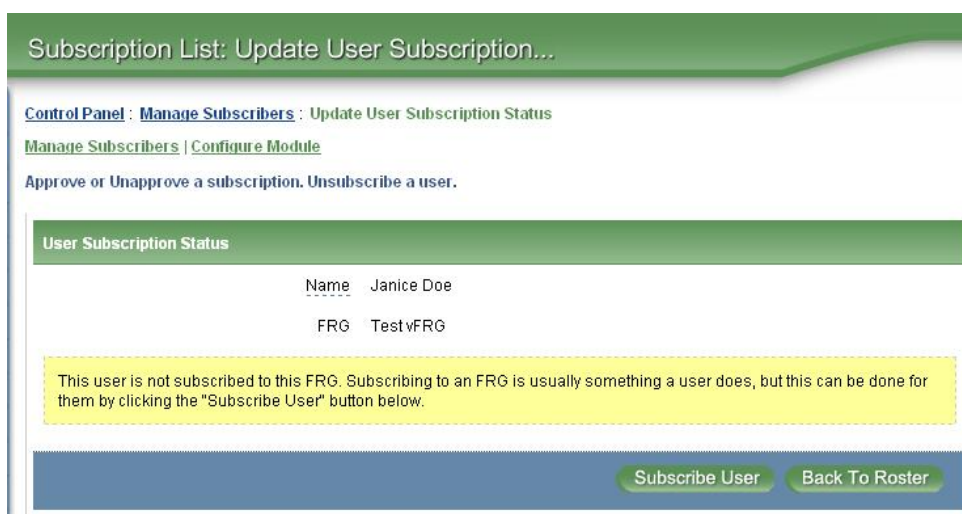
Control Panel : [Manage Subscribers](#) : Update User Subscription Status
[Manage Subscribers](#) | [Configure Module](#)
 Approve or Unapprove a subscription. Unsubscribe a user.

User Subscription Status	
Name	Janice Doe
FRG	TestvFRG
Soldiers of interest	
Status	Approved
Unapprove UnSubscribe Back To Roster	

4. By clicking on *Unapprove*, the User Subscription Status will change to Not Approved.
5. By clicking on *UnSubscribe*, a confirmation widow will appear. Select *OK* or *Cancel* as appropriate.



6. If *OK* is selected, the User Subscription Status window will change, stating the user is no longer subscribed to your vFRG. You will also have the option to *Subscribe* the User if you do not want to unsubscribe the user.



7. By selecting *Back to Roster*, the user will be removed from the Subscription List if they were unsubscribed, and you'll be returned to the Subscribed Users Roster.

4.4 Sponsoring Others

5 FAQ

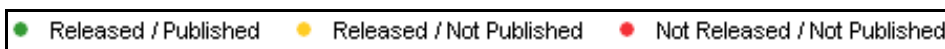
You can add, manage, or remove Frequently Asked Questions (FAQ) submitted by your site users with the FAQ management tools. These FAQs are short information resources that address common issues or concerns. You can use the FAQs on your site to answer your visitors' questions about deployments, unaccompanied tours and extended temporary duty assignments.

To access the FAQ management tools:

1. Navigate to the Control Panel from your sites vFRG home page.
2. Click the *FAQ* link. You will see a list of categories in the FAQs of your site. Click on a category to view a list of FAQs that have been added to that category.

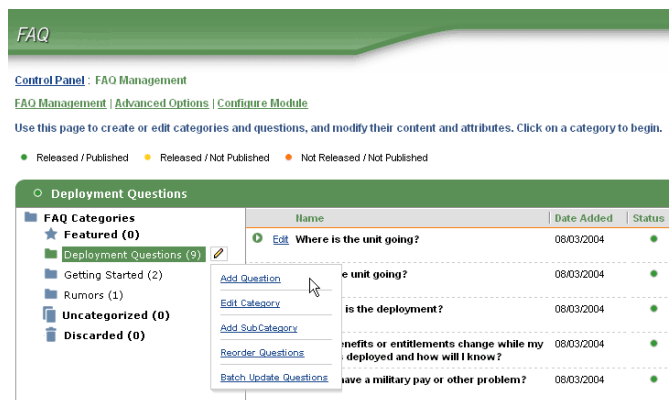



3. The Featured category contains items that appear on the module user index page and are displayed more prominently to visitors. The five most recent FAQs will appear on the user side.
4. The status of each FAQ is indicated in the Status column, next to the FAQ name. The legend at the top of the index page indicates what the colored circles mean. An FAQ must be released and published to be visible to the public. If authorized, you can change the status of a FAQ when adding or editing it.

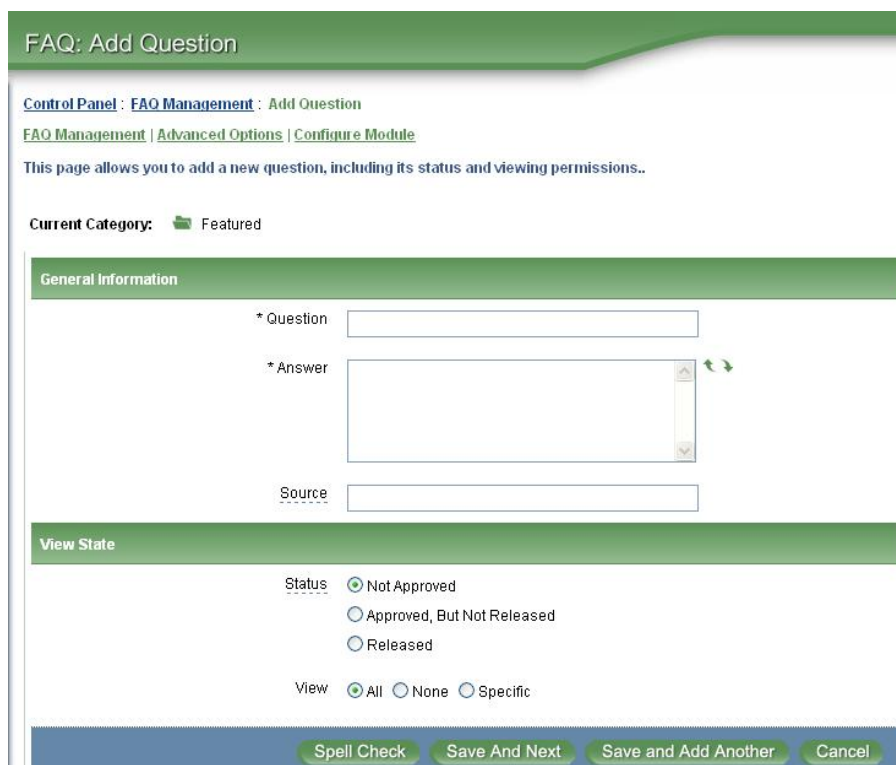


5.1 Adding a FAQ

1. Select the FAQ category that you want to add the question to.



1. Click the edit () tool to the category name and select the Add Question option. The FAQ: Add Question dialog will appear.



The 'FAQ: Add Question' dialog box is shown. It has a breadcrumb trail: 'Control Panel : FAQ Management : Add Question' and 'FAQ Management | Advanced Options | Configure Module'. A message states: 'This page allows you to add a new question, including its status and viewing permissions..'

The 'Current Category' is set to 'Featured'.

General Information

* Question:

* Answer:

Source:

View State

Status: ☒ Not Approved ☐ Approved, But Not Released ☐ Released

View: ☒ All ☐ None ☐ Specific

Buttons: Spell Check, Save And Next, Save and Add Another, Cancel

2. Enter the requested information for the FAQ. Asterisked fields are required. Enter the Question and Answer for the FAQ. In the Source field, identify the person or agency that provided the FAQ content.
3. For the Status, choose “Not Approved,” “Approved, But Not Released,” or “Released.” An FAQ must be approved before it can be released to the public site. You may only approve a FAQ if you possess the appropriate permission.
4. For View options, choose whether you want All (if you want all users to be able to view the question), None (to hide the FAQ from all users), or Specific (to choose which user access levels should be able to view the FAQ). Keep in mind that if the user isn’t approved for your site, they won’t be able to see content.
5. If desired, press the Spell Check button to double-check the spelling in your FAQ text.



6. Press Save and Next to move to the next step or press the Cancel button to discard your entries without adding them to the system.
7. In the next step, add keywords for the FAQ. The system uses keyword when users perform site searches to find information. Press Finish to add your FAQ and keywords to your vFRG site.

5.2 Editing or Deleting FAQs

If you want to change or edit a FAQ after you’ve saved it to the system, simply press the Edit link next to the item in the FAQ Index.

Change the content or options for the FAQ. Press Save to save any changes or Cancel to ignore your changes.

FAQ

Control Panel : FAQ Management


[FAQ Management](#) | [Advanced Options](#) | [Configure Module](#)

Use this page to create or edit categories and questions, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Featured


FAQ Categories

- ★ **Featured (3)** 
- About the FRG Leader Resource Center (4)
- About the vFRG system (10)
- About vFRG Site Administrators (5)
- Appropriate Use Guidelines (0)
- Feedback FAQs (3)
- FRG Information (15)
- FRG Leader Resource Center (1)
- Reference Kids and Teens (0)
- Sample vFRG FAQs (0)
- Uncategorized (0)**
- Discarded (3)**

Name	Date Added	Status
Edit When can my unit get started?	08/06/2005	●
Edit What are categories?	11/15/2005	●
Edit Will my unit's site be immediately available upon release?	08/06/2005	●

1. If you want to remove the FAQ, press the Discard button. The system will move discarded articles to the Discarded category of the FAQ Index. You can also discard an item by dragging the piece of content from the right side of the FAQ Management screen to the *Discarded* category on the left hand side. A pop up window will ask if you to choose between wanting to *Create a shortcut to this Question* or *Move this Question into this Category*. To completely discard it, you want to move the question.

5.3 Reordering FAQs

2. If you want to change the order of the FAQs on your site, press the edit  tool to next to the category name and select *Reorder Questions*.
3. Click on each FAQ that you want to move and, while holding the mouse down, drag it to the desired position in the list.
4. Once you have reordered all of the questions that you want to change, press the **Save Changes** button to save the new order. The FAQs will now display on your site in the new order.

6 Feedback

The Feedback option allows you to manage and respond to users who submit questions, concerns, requests for information and the like through the Contact this vFRG and Technical Support options located on vFRG sites navigational menus. To access Feedback management tools, go to the *Control Panel*. Under the Administration heading, select *Feedback*.

Users fill out the Feedback form that appears when they select the *Contact this vFRG* or *Technical Support* options. The *Technical Support* link will be sent to DefenseWeb employees, while the *Contact this vFRG* link will be sent to your FRG Site Administrators. Information required from the user for each request is:

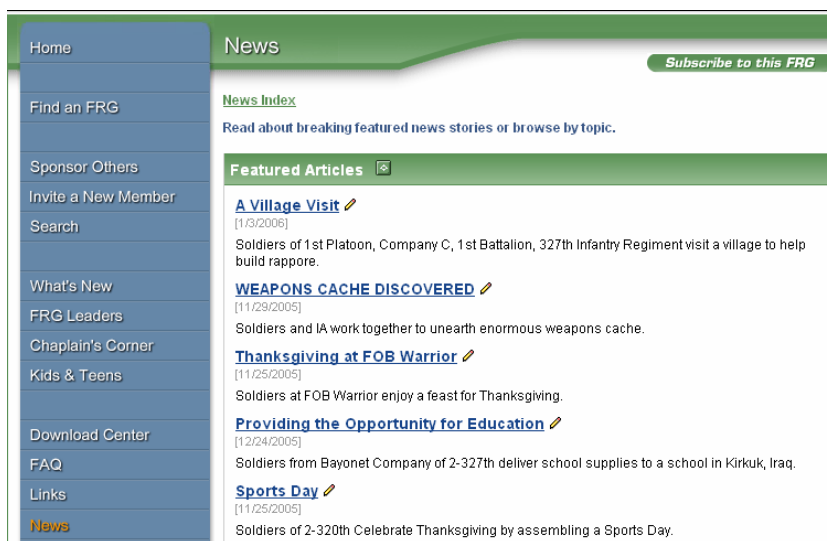
- Subject of the request, question or concern
- Suggestion narrative area allows the user to explain the purpose of their request, question, or concern
- Users name is default to their registered information
- Users email is default to the email used when registering on vFRG
- Contact Me radio buttons. Yes is the default
- Suggestion Type using the drop-down list
- Recipient: Allows the user to select either the vFRG Site representative regarding questions on policy that is addressed by CFSC, or Technical Support for login or site problems.

The feedback system gives the Site Administrator two ways to respond to user feedback—through an email notification or by using management tools on your site. The Feedback management tool allows the Site Administrator to view suggestions, add suggestions, add recipients, manage recipients, and view reports.

The complete instructions regarding Feedback can be downloaded from the Download Center from the Army FRG site. Select the Help Documentation link, then the Feedback Module Download link. You will be able to open or save the vFRG Feedback Module Quick Start Guide.

7 News

With the News module, you can use the vFRG system's database-driven news system to display information and news stories for your site visitors to read.



To access the News management tools:


5. Navigate to the Control Panel index.
6. Click the News link. You will see the News Index, which contains all of the news categories for your site. Click on a category name to view a list of the articles included in it.
7. The Featured category contains items that appear on the module user index page and are displayed more prominently to visitors. The five most recent Articles will appear on the user side.

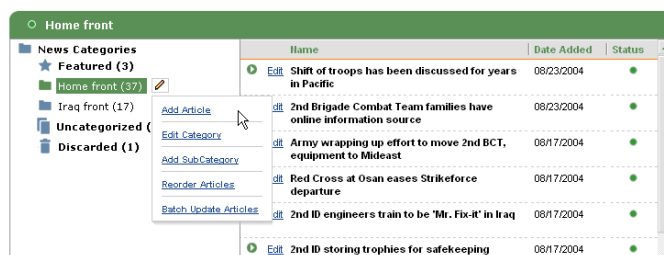


8. The status of each article is indicated in the Status column. The legend at the top of the index page indicates what the colored circles mean. An article must be released and published to be visible to the public. If authorized, you can change the status of a news article when adding or editing it.

● Released / Published ● Released / Not Published ● Not Released / Not Published

7.1 Adding News Articles

1. Select the category that you want to add the news story to. Then, press the edit () tool to next to the category name and select Add Article.




2. Use the content entry form to add information for your article. Required fields are marked with an asterisk (*). First, add the Article Name. This is the title that will appear in the news listings on your site. Then, add an Article Description for the article that summarizes the content of the article for your readers.
3. Identify the Source for your article—the name of the person or organization that provided this news item and the Date Posted. To select the posting date from a calendar, press the Calendar button and select the date.
4. Add the body of your news items in the Article Text field.
5. Select the Status options for your article. The options are: Not Approved, Approved but Not Released, or Released. Released articles will be published directly to your site.
6. Choose which user access levels will be able to View your release. Select "All" to make your article visible to all site visitors. Select "None" to hide your article from all visitors. Select "Specific" to restrict the article to users with specific access levels and choose which users should be able to view your release.
7. If desired, click the Spell Check button to check all the spelling in your article text.

News: Add Article

[Control Panel](#) : [News Management](#) : [Add Article](#)
[News Management](#) | [Advanced Options](#) | [Configure Module](#)

This page allows you to add a new article, including its status and viewing permissions..

Current Category:  Home front

General Information

* Article Name:

* Article Description:

Source:

Date Posted: [Calendar](#)

Article Text

* Article Text:

View State

Status: ☐ Not Approved
☐ Approved, But Not Released
☒ Released

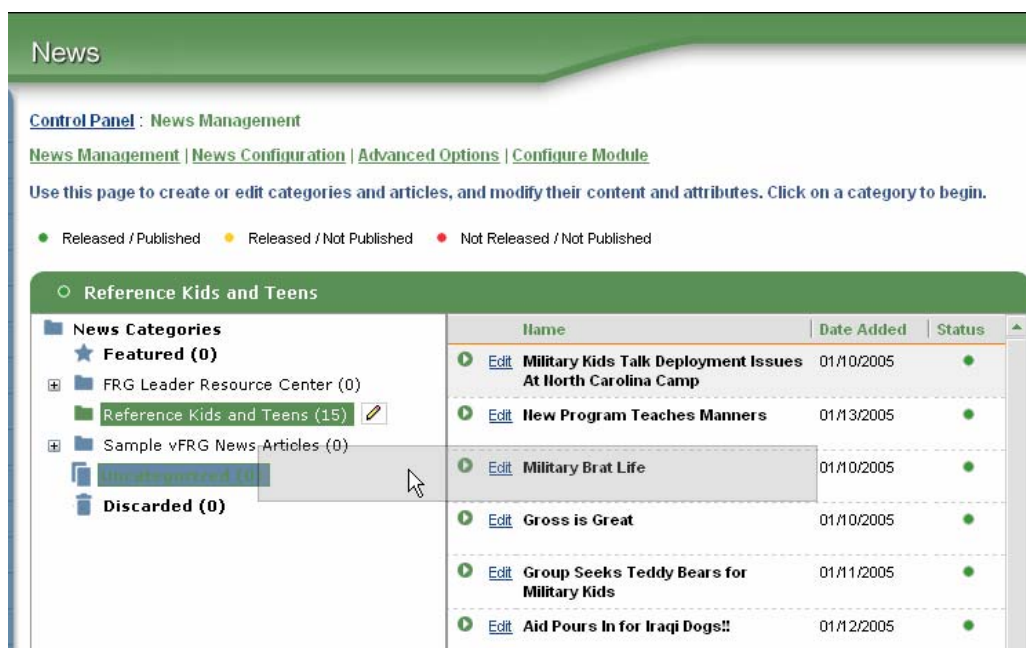
View: ☒ All ☐ None ☐ Specific

[Spell Check](#) [Save and Next](#) [Cancel](#)

8. Once you're done, press the Save and Next button to save your article to the system. Press the Cancel button to delete your article without adding it to the system.
9. Next, add keywords for the News Article. The system uses these keywords when users perform site searches to find information. Press the Finish button to add the keywords to your article.

7.2 Editing or Deleting Existing News Stories

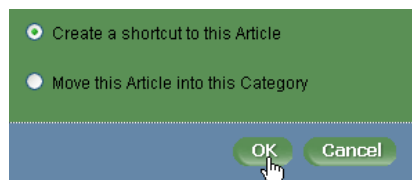
10. If you want to change or edit a news story after you've saved it to the system, simply press the Edit link next to the article's listing in the News Management index.
11. Then, change the content or options for the article. Press Save to save any changes or Cancel to ignore your changes.



12. If you want to remove the article from your site, press the Discard button. The system will move discarded articles to the *Discarded* category of the News Index. You can also discard an item by dragging the piece of content from the right side of the News Management screen to the *Discarded* category on the left hand side. A pop up window will ask if you to choose between wanting to *Create a shortcut to this Article* or *Move this Article into this Category*. To completely discard it, you want to move the article.

7.3 Adding Articles to Multiple Categories

1. If you want to place an article in multiple categories, go to the News Index and select the current category for the item.
2. Click on the article that you want to add to another category, and, while holding the mouse down, drag it to the new category's name. You will see the following dialog:



3. Press the OK button to add a shortcut to the item in the new category. Users will now see the article in both categories on your site.

7.4 Reordering News Articles

1. If you want to change the order of the news articles on your site, press the edit () tool to next to the category name and select the Reorder Articles option.

2. Click on each article that you want to move and, while holding the mouse down, drag it to the desired position in the list.
3. Once you have reordered the listed articles, press the Save Changes button to save the new order. The articles will now display on your site in the order you specified.

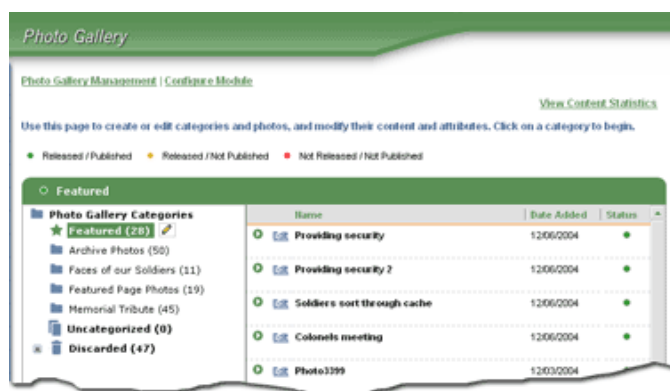
8 Photo Gallery

With the Photo Gallery, you can upload images for your users to view or download and organize photos into categories.



To manage the photo gallery:

1. Navigate to the *Control Panel*.
2. Click the *Photo Gallery* link to access the photo gallery management tools. You will see the Photo Gallery Index, which contains all of the photos uploaded for your site. Click on a category name to view a list of the photos included in it.
3. The Featured category contains items that appear on the module user index page and are displayed more prominently to visitors. The five most recent photos will appear on the user side.

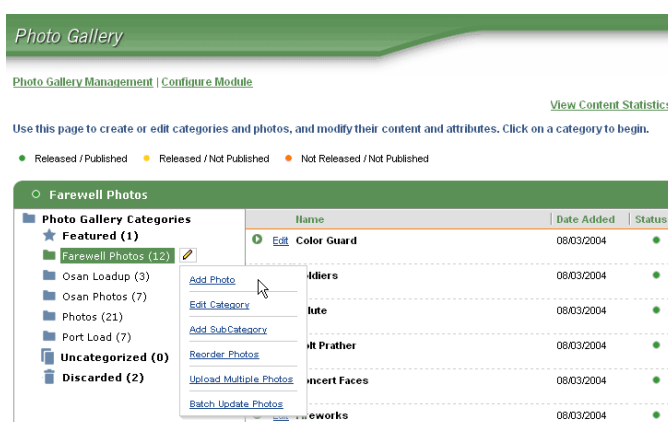


- The status of each photo is indicated in the Status column, next to the photo name. The legend at the top of the index page indicates what the colored circles mean. A photo must be released and published to be visible to the public. If authorized, you can change the status of a photo when adding or editing it.

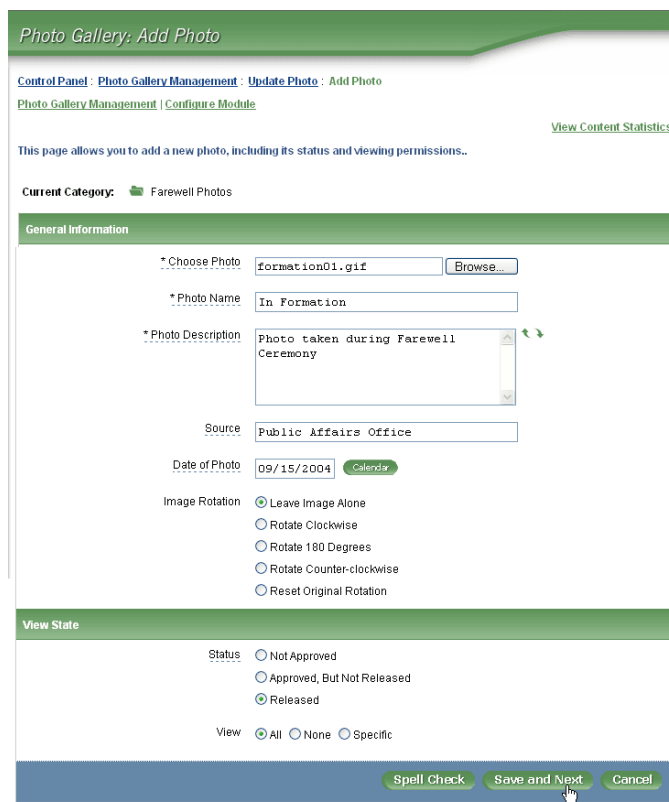
● Released / Published ● Released / Not Published ● Not Released / Not Published

8.1 Adding a New Photo

- Click the category you would like to add your photo to. Then, click the edit (✎) tool next the category name to view editing options for the category. Select the Add Photo option.




- Enter the requested information for the photo in the Add Photo screen. Asterisked fields are required. For the Choose Photo field, use the Browse button to choose the file location of the photo you would like to upload.
- Identify the Photo Name and provide a Photo Description. Then, enter the Source (the photographer or agency that provided the photo) and the Date of Photo. You can press the Calendar button to select a date from an online calendar, if desired.
- If desired, indicate which Image Rotation option you want to use for the photo.

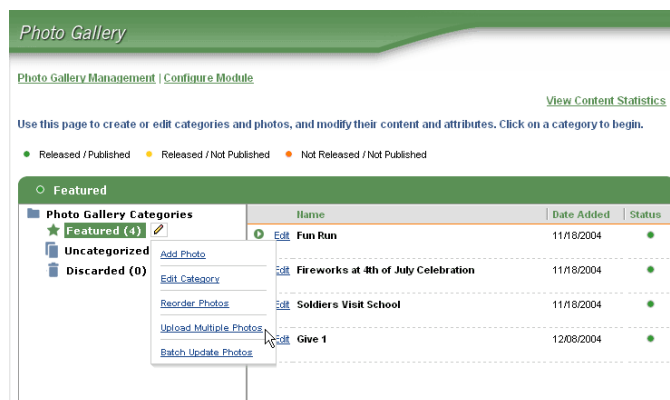


5. For the Status for the photo, choose “Not Approved,” “Approved, But Not Released,” or “Released.” A photo must be approved before it can be released. You may only approve a photo if you have the appropriate user access level.
6. For the View options, choose whether you want All (if you want all users to be able to view the photo), None (to hide the photo from all users), or Specific (to choose which user access levels should be able to view the photo).
7. Press the Save and Next button once you’ve added the photo details.
8. Next, identify the Keywords you want to associate with the photo. The system uses these keywords when users perform site searches to find information. Press Finish to add your photo and keywords to the system.

8.2 Uploading Multiple Photos

With the Photo Gallery Multiple Upload tool, you can save time by adding several photos at once. To use the Multiple Upload tool, you will need to add the group of photos to a compressed .zip file and upload the .zip file to your site. The system gives each photo a title with the same name as each .jpg file.

1. Click the category or subcategory name where you want to add the new group of photos. Press the Edit () tool and select the Upload Multiple Photos option.



2. Press the Browse button to locate the .zip file that contains all of the photos you want to upload.
3. Press the Upload Photos button. The system will confirm that your photos have been uploaded.



4. Press the Photo Gallery Management link to return to the Photo Gallery Management Index. You will see your uploaded photos in the selected category.

8.3 Editing or Deleting Photos



1. If you want to change or edit a photo after you've saved it to the system, simply press the Edit link next to the item's listing in the Photo Gallery index.
2. Change the content or options for the photo. Press Save to save any changes or Cancel to ignore your changes.
3. If you want to remove the photo from your site, press the Discard button. The system will move discarded articles to the Discarded category of the Photo Gallery Index. You can also discard an item by dragging the piece of content from the right side of the Photo Management screen to the *Discarded* category on the left hand side. A pop up window will ask if you to choose between wanting to *Create a shortcut to this Photo* or *Move this Photo into this Category*. To completely discard it, you want to move the photo.

Photo Gallery: Update Photo


[Control Panel](#) | [Photo Gallery Management](#) : Update Photo
[Photo Gallery Management](#) | [Configure Module](#) [View Content Statistics](#)

This page allows you to update photo information. You may also update photo status and change the viewing permissions for certain access levels.

[Update Photo](#) | [Keywords](#) | [Related Items](#)


Current Category:  Featured
Current Photo:  Thanksgiving Photo

General Information

Current Photo 

Choose Photo

*** Photo Name**

*** Photo Description** 

Source

Date of Photo

Image Rotation

- ☒ Leave Image Alone
- ☐ Rotate Clockwise
- ☐ Rotate 180 Degrees
- ☐ Rotate Counter-clockwise
- ☐ Reset Original Rotation

View State

Status

- ☐ Not Approved
- ☐ Approved, But Not Released
- ☒ Released

View ☒ All ☐ None ☐ Specific

9 Download Center

With the Download Center, you can make electronic documents (like MS Word or PDF files), computer applications, or other useful files available to your users.



To access the Download Center management tools:

1. Navigate to the Control Panel.
2. Click on the Download Center link. You will see a list of Download Center categories on your site. Click on a category to view the files that were previously added to that category.
3. The Featured category contains items that appear on the module user index page and are displayed more prominently to visitors. The five most recent Articles will appear on the user side.




4. The Command Information category is a special Download Center category that contains the items that display when users access the Command Info section of your vFRG site.

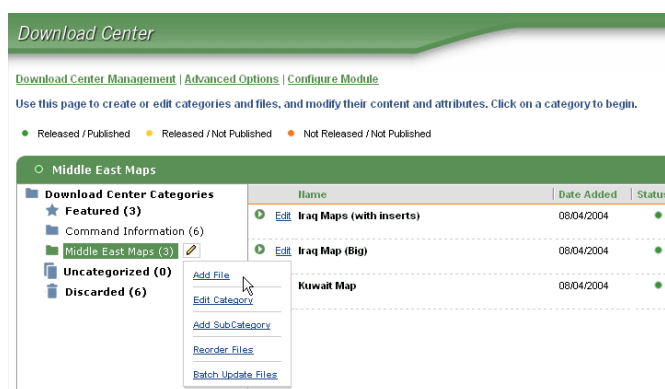


- The status of each file is indicated in the Status column, next to the file name. The legend at the top of the index page indicates what the colored circles mean. A file must be released and published to be visible to the public. If authorized, you can change the status of a file when adding or editing it.

● Released / Published
 ● Released / Not Published
 ● Not Released / Not Published

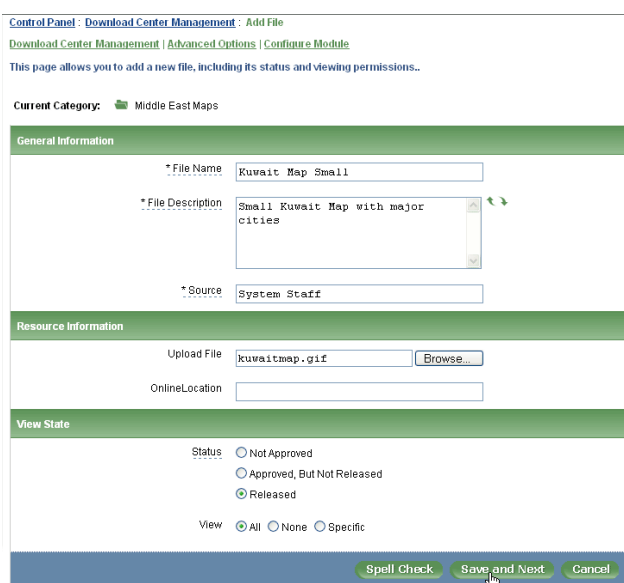
9.1 Adding a New File

- Click on the category you want to add the new file to. Then, click the edit () icon to see the editing options for the selected category. Select the Add File option.



- Enter the requested information for the Download Center file. Asterisked fields are required.
- Identify the File Name, or the title of the resource. For the File Description, enter a short summary of the resource that will be displayed to users to give them an idea of what this file is.
- In the Source field, enter the name of the person or organization that provided the file.


5. For the Status, choose “Not Approved,” “Approved, But Not Released,” or “Released.” A file must be approved before it can be released to the public site. You may only approve a file if you possess the appropriate permission.
6. For View options, choose whether you want All (if you want all users to be able to view the file), None (to hide the file from all users), or Specific (to choose which user access levels should be able to view the file).
7. There are two ways to add a resource. One option is to create a pointer to a file that is external to your site. (Enter the URL in the Online Location field.) Keep in mind that if the owner of that file changes its location or name, your link will break. Another option is to store the file on your vFRG site. To do this, use the Upload File option. Press the Browse button to locate the file on your computer.
8. Press Save and Next once you have completed the information about the file.



Control Panel : [Download Center Management](#) : [Add File](#)

[Download Center Management](#) | [Advanced Options](#) | [Configure Module](#)

This page allows you to add a new file, including its status and viewing permissions..

Current Category:  Middle East Maps

General Information

*File Name

*File Description

*Source

Resource Information

Upload File

OnlineLocation

View State

Status ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View ☒ All ☐ None ☐ Specific

9. Next, enter keywords for your new file. The system uses these keywords when users perform site searches to find information. Press Finish to add your file to your Download Center section of your vFRG site.

9.2 Editing or Deleting Files



1. If you want to change or edit a file after you've saved it to the system, simply press the Edit link next to the item in the Download Center Index.
2. Change content or options for the file. Press the Save button to save any changes.
3. If you want to remove the file from your site, press the Discard button. The system will move discarded link to the Discarded category of the Download Center Index. You can also discard an item by dragging the piece of content from the right side of the Download Center Management screen to the *Discarded* category on the left hand side. A pop up window will ask if you to choose between wanting to *Create a shortcut to this File* or *Move this File into this Category*. To completely discard it, you want to move the file.

Download Center: Update File

[Control Panel](#) | [Download Center Management](#) | [Update File](#)
[Download Center Management](#) | [Advanced Options](#) | [Configure Module](#)

This page allows you to update file information. You may also update file status and change the viewing permissions for certain access levels.

[Update File](#) | [Records](#) | [Related Items](#)

Current Category:  Financial, Postal, Misc.
Current File:  Media Guidance for Families

General Information

*File Name:
 *File Description:
 *Source:

Resource Information

Current File: [Download](#)
 Replace File: [Browse](#)
 Online Location:

View State

Status: ☐ Not Approved
☐ Approved, But Not Released
☒ Released
 View: ☒ All ☐ None ☐ Specific

[Spell Check](#) [Save](#) [Save and Next](#) [Discard](#) [Cancel](#)




10 Links

With the *Links* modules, you can create links to help your users find resources or content from other Web sites.

Links






[Control Panel](#) | [Links Management](#)
[Links Management](#) | [Advanced Options](#) | [Configure Module](#)











Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

 Released / Published  Released / Not Published  Not Released / Not Published

Army Resources

Links Categories

-  Featured (7)
-  Army Resources (5)
-  Online Training (1)
-  Uncategorized (0)
-  Discarded (6)

Name	Date Added	Status
 American Red Cross	08/02/2004	
 YBICARE	12/16/2004	
 Army Knowledge On-Line	08/02/2004	
 Army Family Team Building	08/05/2004	
 Stars and Stripes Newspaper	08/17/2004	

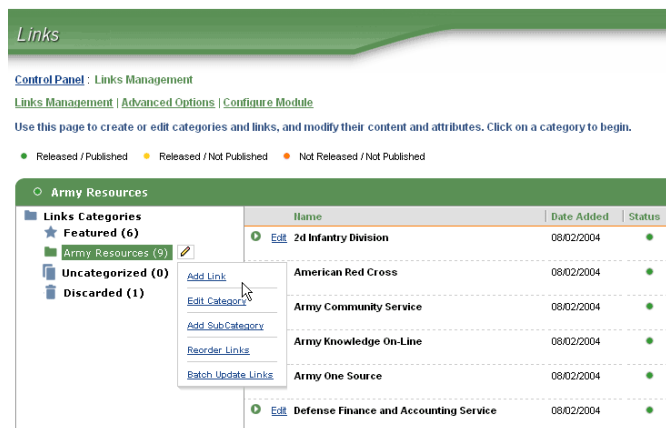
To access the *Links* management tools:

1. Navigate to the Control Panel.
2. Click on the *Links* link to access the Links management tools. In the Links Index, you will see a list of Links categories for your site. Click on a category to view a list of the links contained in that category.
3. The Featured category contains items that appear on the module user index page and are displayed more prominently to visitors. The five most recent Articles will appear on the user side.
4. The status of each link is indicated in the Status column, next to the link name. The legend at the top of the index page indicates what the colored circles mean. A link must be released and published to be visible to the public. If authorized, you can change the status of a link when adding or editing it.

● Released / Published ● Released / Not Published ● Not Released / Not Published


10.1 Adding New Links to Your Site

1. Click on the category you want to add the link to. Then, click the edit (✎) icon next to the category name to see the editing options for the selected category. Select the Add Link option.



2. Enter the requested information for the new link. Asterisked fields are required. Enter the title of the link in the Name field. Then, enter a Description or a short summary of the link that will be displayed to users to give them an idea of the type of content the site offers.
3. Then, identify the URL for the link. The URL is the address of a file or resource accessible on the Internet. Enter the full URL of the referenced site, including the http:// prefix. For example, enter <http://www.armyfrg.org>.
4. Choose "Yes" or "No" to indicate whether the system should Open Link In A New Window? If you select the "Yes" option, the system will open the link in a new browser window when the link is clicked. This option allows your visitors to view the link's content without leaving your site.
5. For the Status, choose "Not Approved," "Approved, But Not Released," or "Released." A link must be approved before it can be released. You may only approve a link if you possess the appropriate permission.
6. For View options, choose whether you want All (if you want all users to be able to view the link), None (to hide the link from all users), or Specific (to choose which user access levels should be able to view the link).

Control Panel : [Links Management](#) : [Add Link](#)
[Links Management](#) | [Advanced Options](#) | [Configure Module](#)
This page allows you to add a new link, including its status and viewing permissions.

Current Category:  Army Resources

Link Information

*Name

*Description

URL

Open Link In A New Window? ☒ Yes ☐ No

View State

Status ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View ☒ All ☐ None ☐ Specific

[Spell Check](#) [Save and Next](#) [Cancel](#)

7. Press the Save and Next button once you've entered information for your link.
8. Next, enter keywords for your link. The system uses these keywords when users perform site searches to find information. Press Finish to add your link to your vFRG site.

10.2 Editing or Removing Links



1. If you want to change or edit a link after you've saved it to the system, simply press the Edit link next to the item's name in the Link Index.
2. Change content or options for the link. Press Save to save any changes.
3. If you want to remove the link from your site, press the Discard button. The system will move discarded link to the Discarded category of the Links Index. You can also discard an item by dragging the piece of content from the right side of the Links Management screen to the *Discarded* category on the left hand side. A pop up window will ask if you to choose between wanting to *Create a shortcut to this Link* or *Move this Link into this Category*. To completely discard it, you want to move the link.

Links: Update Link

[Control Panel](#) | [Links Management](#) | [Update Link](#)
[Links Management](#) | [Advanced Options](#) | [Configure Module](#)

This page allows you to update link information. You may also update link status and change the viewing permissions for certain access levels.

[Update Link](#) | [Keywords](#) | [Related Items](#)

Current Category:  Army Resources
Current Link:  American Red Cross

Link Information

*Name:

*Description:

URL:

Open Link in A New Window? ☒ Yes ☐ No

View State

Status: ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View: ☒ All ☐ None ☐ Specific

[Spell Check](#) [Save](#) [Save and Next](#) [Discard](#) [Cancel](#)

11 Service Locator

With the Support Service Locator, the vFRG system provides a service for families to locate the closest service providers to where they live. Visitors can see a list of available support service providers or search for providers within a certain distance from a specified starting address.

Select FRG: Go

Test Battalion

Test Battalion, Demo Regiment [Home](#) | [Control Panel](#) | [Logout](#) | [Profile](#)

Service Locator

[Service Locator Index](#) | [Proximity Search](#)
Location nearby service providers.

Featured Service Providers


United Way of San Diego
[12/14/2004]
United Way of San Diego provides a wide range of community services for individuals and families. This diverse organization serves humanity and helps you by providing relief to victims of disaster, both locally and globally.

Red Cross: San Diego/Imperial County
[12/14/2004]
The Red Cross is committed to saving lives and easing suffering. This diverse organization serves humanity and helps you by providing relief to victims of disaster, both locally and globally.

To access the Support Services management tools:

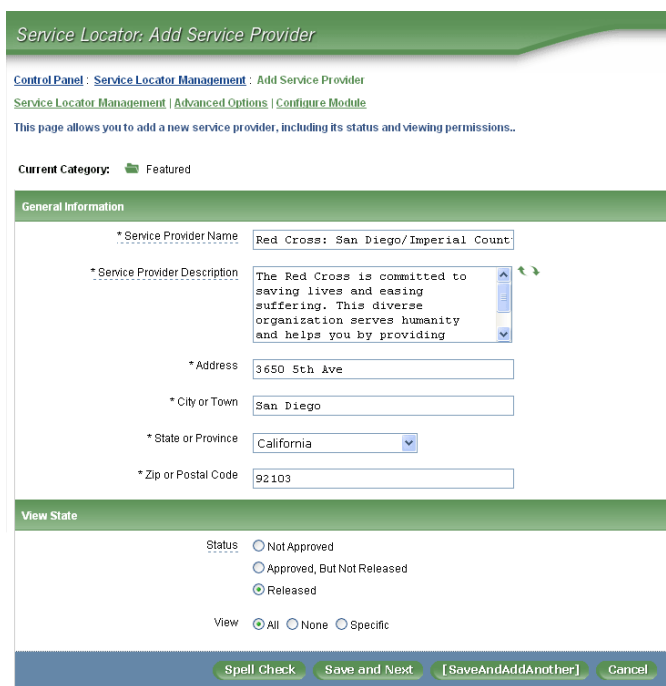
1. Navigate to the Control Panel index.
2. Click the Service Locator link. You will see the Service Locator Management page, which contains all of the service locator resources for your site. Click on a category name to view a list of the services included in it.

11.1 Adding Support Services

1. Choose the category where you want to add the new service. Click the edit icon () to access editing options for the category. Press the Add Service Provider option.



2. Enter the Service Provider Name, Service Provider Description, and the address for the provider. The system will use the address information you specify here to identify how far the service is from a specified search location. Press Save and Next.

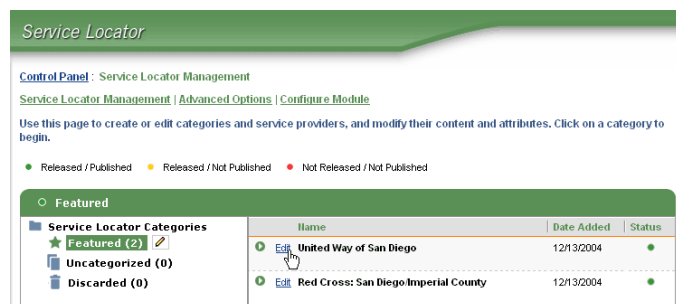


The screenshot shows the 'Service Locator: Add Service Provider' form. The form is titled 'Service Locator: Add Service Provider' and shows the 'General Information' section. Fields include: Service Provider Name (Red Cross: San Diego/Imperial Count), Service Provider Description (The Red Cross is committed to saving lives and easing suffering. This diverse organization serves humanity and helps you by providing), Address (3650 5th Ave), City or Town (San Diego), State or Province (California), and Zip or Postal Code (92103). The 'View State' section shows radio buttons for Status (Not Approved, Approved, But Not Released, Released) and radio buttons for View (All, None, Specific). The 'Released' status and 'All' view are selected. At the bottom are buttons for 'Spell Check', 'Save and Next', '[SaveAndAddAnother]', and 'Cancel'.

3. Next, add keywords for the service. This will help users conducting site searches to find the service provider.
4. Press Finish to add the service provider to the system.

11.2 Updating or Deleting Service Providers

1. Go to the Service Locator Management page.
2. Find the service provider listing you want to modify and press the Edit link the item's name.





3. If you want to edit the service provider's information, change the information in the Update Service Provider page. Press Save and Next. Update the keywords for the provider and press Finish.
4. If you want to remove the service provider's listing, press Discard. The system will move the service provider to the Discarded category and it will no longer be available to your site visitors. You can also discard an item by dragging the piece of content from the right side of the Service Locator Management screen to the *Discarded* category on the left hand side. A pop up window will ask if you to choose between wanting to *Create a shortcut to this Location* or *Move this Location into this Category*. To completely discard it, you want to move the location.

Service Locator: Update Service Provider

[Control Panel](#) : [Service Locator Management](#) : Update Service Provider
[Service Locator Management](#) | [Advanced Options](#) | [Configure Module](#)

This page allows you to update service provider information. You may also update service provider status and change the viewing permissions for certain access levels.

[Update Service Provider](#) | [Keywords](#) | [Related Items](#)

Current Category:  Featured
Current Service Provider:  United Way of San Diego

General Information

* Service Provider Name:

* Service Provider Description:

* Address:

* City or Town:

* State or Province:

* Zip or Postal Code:

View State


Status: ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View: ☒ All ☐ None ☐ Specific

[Spell Check](#) [Save](#) [Save and Next](#) [Discard](#) [Cancel](#)

11.3 Reordering Service Providers

If you want to change the order of the providers on your site, in the Service Provider Index,

1. press the edit  tool to next to the category name and select Reorder Service Providers.
2. Click on each provider that you want to move and, while holding the mouse down, drag it to the desired position in the list.
3. Once you have reordered all of the providers that you want to change, press the Save Changes button to save the new order. The providers will now display on your site in the new order.

12 Telephone Tree

The Telephone Tree allows Site Administrators to create and maintain a telephone tree within the vFRG site. Site Administrators can create the structure of the telephone tree by choosing “phone list managers” from a list of registered users for their specific vFRG site.

To access the Telephone Tree management tools:

1. Navigate to the Control Panel index.
2. Click the Telephone Tree link. You will see the *Manage Telephone Tree* page, which contains all of the Telephone Tree branches for your site. Click on the *Edit* button to view the phone list manager’s information, along with members of that branch.

Telephone Tree: Manage Telephone Tree

[Control Panel](#) : [Manage Telephone Tree](#)

[Manage Telephone Tree](#) | [Configure Module](#)

Manage the telephone tree for your site.

Manage Telephone Tree 

POC	Email	Primary Phone	Secondary Phone	
Admin, FRG	support@defenseweb.com	555-555-1212		Edit
Fitzgerald, Justin	justin.fitzgerald@defenseweb.com	n/a	n/a	Edit

Viewing 1-2 of 2 items

[Export All Users](#) [Export](#) [Add Branch](#) [Cancel](#)

12.1 Adding New Branches

1. Click on the *Add Branch* button and you will be able to choose a phone list manager from the users subscribed and approved for your vFRG site.
2. Click *Select* next to the name of the user you want to become the branch POC.

12.2 Adding Members to a Branch

1. From the *Manage Telephone Tree* page, click the *Edit* button next to the POC's name that you would like to add a member to.
2. You will then see the POC's information. Click the *Add Member* button to add members to that branch.

Telephone Tree: Edit Branch

[Control Panel](#) : [Manage Telephone Tree](#) : Edit Branch


[Manage Telephone Tree](#) | [Configure Module](#)

Edit current telephone tree branch.

Assigned POC

FRG Admin
support@defenseweb.com
555-555-1212

Update POC

Name	Email	Primary Phone	Secondary Phone	
Fletcher, Chris	chris.fletcher@defenseweb.com	858-272-8505	858-272-8505	

Viewing 1 of 1 items

Export Back to main Delete branch Add member

3. You will see a list of users that you can select from to add to the branch. You can select multiple boxes next to users' names, and click the Save button once you've highlighted all users you would like to add to the branch.

12.3 Deleting Members from a Branch

1. To delete a member from a branch, select the POC to view their information and branch members.
2. Within their list, you can press the trash can icon at the very right of the screen. You will be asked if you are sure you want to delete this member, and you can click the *Ok* button to finish the process.

12.4 Changing POCs for a Branch

1. To change a POC of a branch, select the POC to view their information and branch members.
2. Click the *Update POC* button to view the users of your vFRG site.
3. Click the *Select* link next to the user's name to change from your current POC to your new selection.

13 Forum

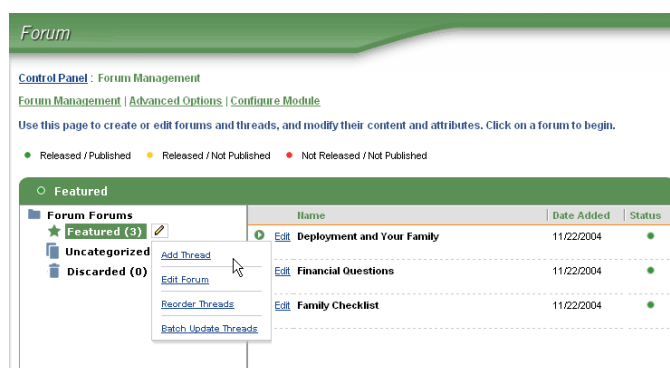
The Forum Module allows your site visitors to participate in threaded, Usenet-style discussions. In forums, your visitors can post questions, respond to messages, or read other visitors' posted messages. As a Site Administrator, you can set up discussions and categorize, organize, or delete submitted posts.

Discussions are organized using forums, threads, and messages. A forum is the main subject area for the discussion. A discussion thread is an initial discussion topic, allowing users to post messages in reply. You may organize several threads under the same forum.



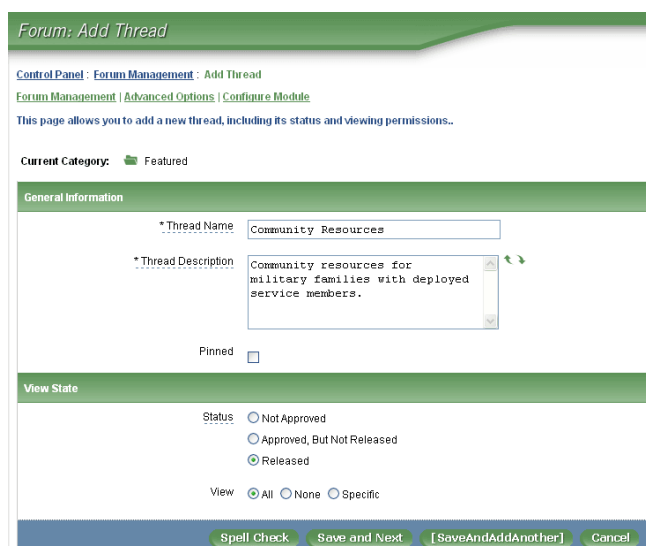
To access the forum management tools:

3. Navigate to the Control Panel index.
4. Click the Forum link. You will see the Forum Index, which contains all of the news categories for your site. Click on a category name to view a list of the articles included in it.



13.1 Adding New Threads


1. Enter the Forum Name and Forum Description.
2. Enter the Forum Status. Released forums will be published directly to your site. Featured forums will be displayed more prominently to your users.
3. Choose the View Permissions or the user access levels that should be able to view the content within the category. Select "All" to make the category content visible to all site visitors. Select "None" to hide the category content from all visitors. Select "Specific" to restrict the category content to users with specific access levels and choose which users should be able to view the content.



4. If desired, press Spell Check to check your entries. Press Save and Next to move to the next step.
5. Add relevant keywords for the forum. Users use keywords to locate content with site searches. Press Finish to add the forum to your site.

13.2 Reordering Threads

Reordering threads changes the order in which the discussions display on your site. You may want to list more active or important discussions near the top of a forum.

1. Select a category and press the Edit  tool to next to the forum category name. All of the threads in that category will display in the order in which they currently appear on your site. Select the Reorder Threads option.
2. Click on each thread that you want to move and, while holding the mouse down, drag it to the desired position in the list.
3. Once you have reordered the listed threads in the desired order, press the Save Changes button. The threads will now display on your site in the new order.
4. If you decide you want to leave the threads in the order they were previously in, press the Revert button.

14 InSite Messenger

Instant messaging (sometimes called **IM** or **IMing**) allows you to easily see whether a family member, friend, or colleague with is online and logged into the vFRG system. If they are, you can exchange messages with them in real-time, online chat sessions.

To use this feature, both you and the message recipient need to be registered and logged into the vFRG system.

14.1 Accessing the InSite Messenger

Note: If you are in the Control Panel or management tools section for your site, you will need to exit the Control Panel first to access the InSite Messenger tools. Clicking the Home link at the top of the Control Panel index to exit the Control Panel.



To access the InSite Messenger:

1. Click the InSite Messenger link on your site's navigation bar. This link is only available to registered users who are logged into the vFRG system.

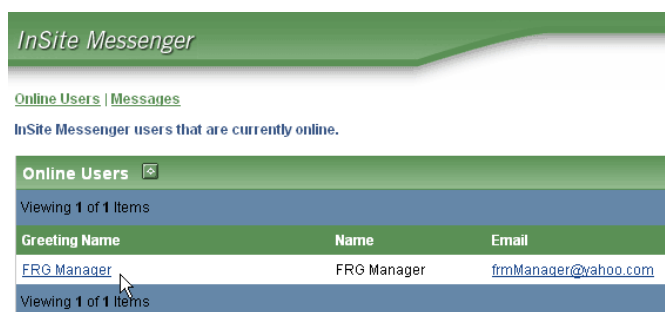


The InSite Messenger index lists the users that are currently online. From here, you may send an instant message to another online user or click on their Email address to send an email message to them.

14.2 Sending and Reading Messages

To launch the In Site Messenger:



1. Click a user's name to launch the vFRG InSite Messenger window and send that user a message.




2. Enter your message in the Type Here field and press the Send button to send your message.
3. The system will list messages and their authors under the Incoming Messages heading, allowing you to follow the online conversation.

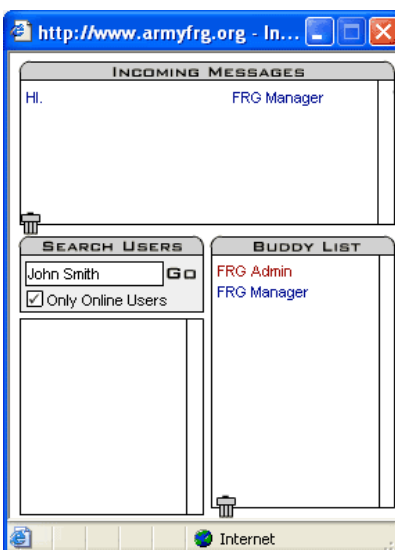


14.3 Deleting Incoming Messages

1. Click the Wrench icon  , located in the upper right corner of the messaging window, to access additional InSite Messenger tools.
2. All of your incoming messages will be displayed under the Incoming Messages heading.
3. Click an incoming message to select it. Then, click the trashcan  icon to delete it.

14.4 Searching for Users


1. Click the Wrench icon  , located in the upper right corner of the messaging window, to access additional InSite Messenger tools, including the user search tool.



2. Enter the user's name in the Search Users field.
3. Select the Only Online Users to limit your search to users who are currently logged into the vFRG system; to expand the search to include all users, leave this option unchecked. Press Go.
4. The system retrieves users that match your search criteria. Online user names are displayed in blue and offline user names are displayed in red.

14.5 Managing Your “Buddy List”


The **buddy list** is a list of people you want to keep track of. A buddy list can be used to see who is offline and who is online. Online users are displayed in **blue** and offline users are displayed in **red**. The system updates that buddy list as users become available for IMing.

1. Click the Wrench icon  , located in the upper right corner of the messaging window, to access additional InSite Messenger tools, including the Buddy List management tools.

To add a user to your buddy list:

2. Drag and drop the user into the Buddy List region of your chat window.
3. When the region appears highlighted you may drop the user in. You may also directly send an IM to a buddy in your list by double clicking their name to open up a chat window.

To remove a buddy from the list:

4. Drag and drop the buddy's name over the trashcan icon  . When the trashcan appears highlighted, you may drop the buddy in. The buddy is immediately removed from the display list.

14.6 Message Alert

When a user is logged into the site, ISM alerts the recipient with a distinctive sound that indicates that an IM has arrived. A scrolling message will also appear at the top of the site. The message will list the sender's name, and the date and time that the message was sent.

Double-click the message alert to open the messaging window and read the message.

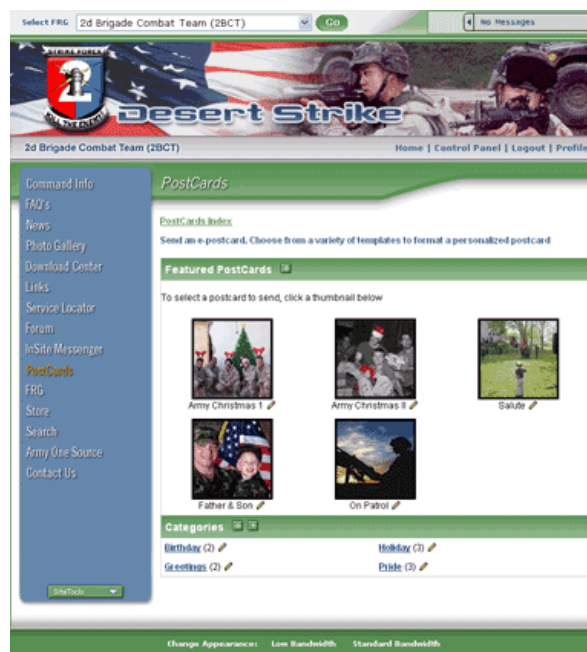


15 Postcards

With the vFRG Postcards Module, your visitors can select, create and add personalized text to predefined postcard templates and send those postcards to family or friends via email.

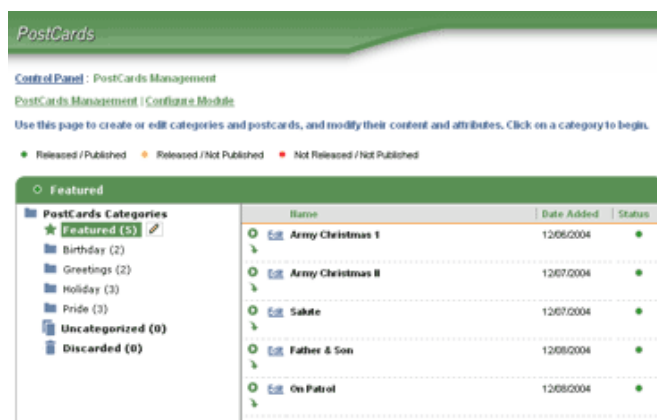
When a user sends a postcard, the vFRG system sends an email to the intended recipient with an embedded link for postcard pickup and instructions for picking up his or her postcard.

Postcards shall be viewable by the recipient for 30 days after being sent. After 30 days have elapsed, postcards may be deleted from the vFRG system.



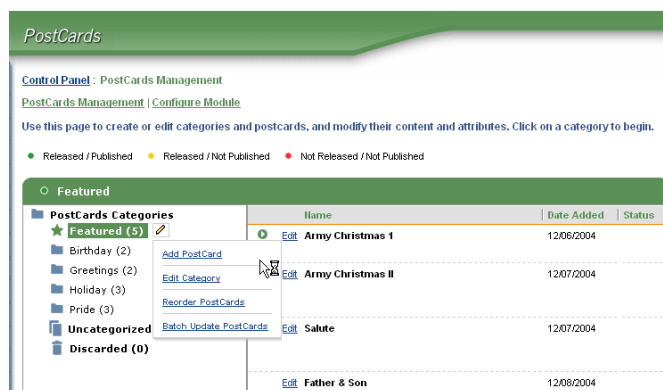
To access the Postcard Management tools:


1. Navigate to the Control Panel index.
2. Click the PostCards link. You will see the PostCards index, which contains all of the postcard categories for your site. Click on a category name to view a list of the postcard templates included in it.

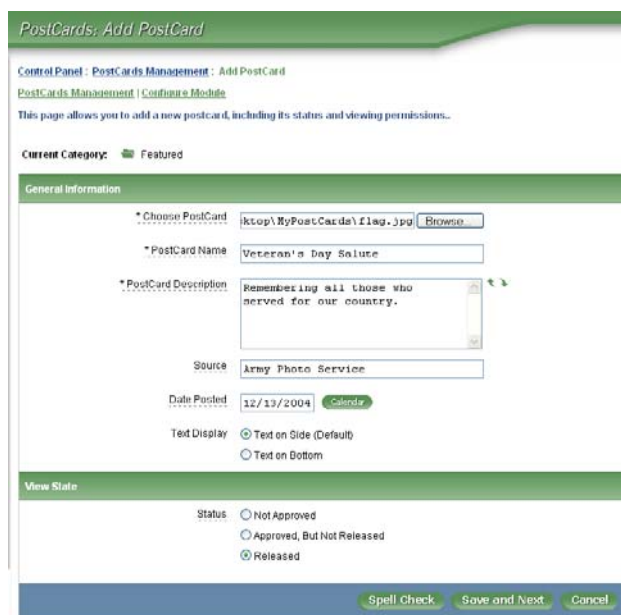


15.1 Adding a New Postcard Template

1. Choose the category where you want to add the new postcard template. Click the edit (✎) tool to access postcard editing options.
2. Select the Add PostCard option.



3. Enter information for the postcard you want to add. Press Browse to find the image you want to use for your postcard template.
4. Enter a PostCard Name and PostCard Description. To expand or collapse the description field to show more or less text, press the  controls.
5. Then, enter a Source for the postcard (person or organization providing the postcard) and a Date Posted.
6. Choose a Text Display option for the template. This determines the layout for the sender's customized message to the recipient.



The screenshot shows the 'PostCards: Add PostCard' form. It includes the following fields and options:

- Current Category:** Featured
- General Information:**
 - * Choose PostCard:
 - * PostCard Name:
 - * PostCard Description:
 - Source:
 - Date Posted:
 - Text Display: ☒ Text on Side (Default) ☐ Text on Bottom
- View State:**
 - Status: ☐ Not Approved ☐ Approved, But Not Released ☒ Released

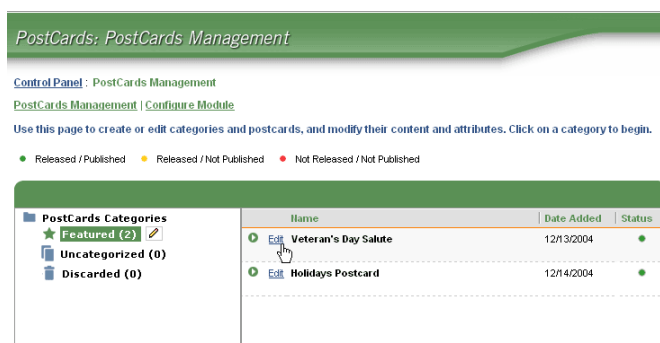
Buttons at the bottom:

7. Choose the Status for the postcard. If desired, press the Spell Check button to double check your text. Press Save and Next to continue adding your template.

8. Enter applicable keywords to help users find the postcard during system searches. Press Finish to add your template to the system. If your postcard has been released, users will be able to choose your template when creating postcards to send to their friends or family.

15.2 Updating or Deleting a Postcard Template

1. Go to the Postcards Management page.
2. Find the postcard you want to modify and press the Edit link the item's name.





3. To update a postcard, make your changes in the Update Postcard screen and press the Save and Next button. Change any of the keywords for the postcard and press Finish to apply your changes.
4. To remove a postcard, press the Discard button. The system will move the postcard template to the Discarded postcard category and it will no longer be available as an option for your site visitors. You can also discard an item by dragging the piece of content from the right side of the PostCards Management screen to the *Discarded* category on the left hand side. A pop up window will ask if you to choose between wanting to *Create a shortcut to this PostCard* or *Move this PostCard into this Category*. To completely discard it, you want to move the postcard.

PostCards: Update PostCard

[Control Panel](#) | [PostCards Management](#) | [Update PostCard](#)
[PostCards Management](#) | [Configure Module](#)


This page allows you to update postcard information. You may also update postcard status and change the viewing permissions for certain access levels.

[Update PostCard](#) | [Keywords](#) | [Related Items](#)

Current Category:  Featured
Current PostCard:  Veteran's Day Salute

General Information

Current PostCard



*** PostCard Name**

*** PostCard Description**

Source

Date Posted [Calendar](#)


Text Display ☒ Text on Side (Default)
☐ Text on Bottom

View State

Status ☐ Not Approved
☐ Approved, But Not Released
☒ Released

[Spell Check](#) [Save and Next](#) [Discard](#) [Cancel](#)

15.3 Reordering Postcard Templates

1. If you want to change the order of the postcards on your site, press the edit  tool to next to the category name and select Reorder PostCards.
2. Click on each postcard that you want to move and, while holding the mouse down, drag it to the desired position in the list.
3. Once you have reordered all of the postcards that you want to change, press the Save Changes button to save the new order. The postcards will now display on your site in the new order.

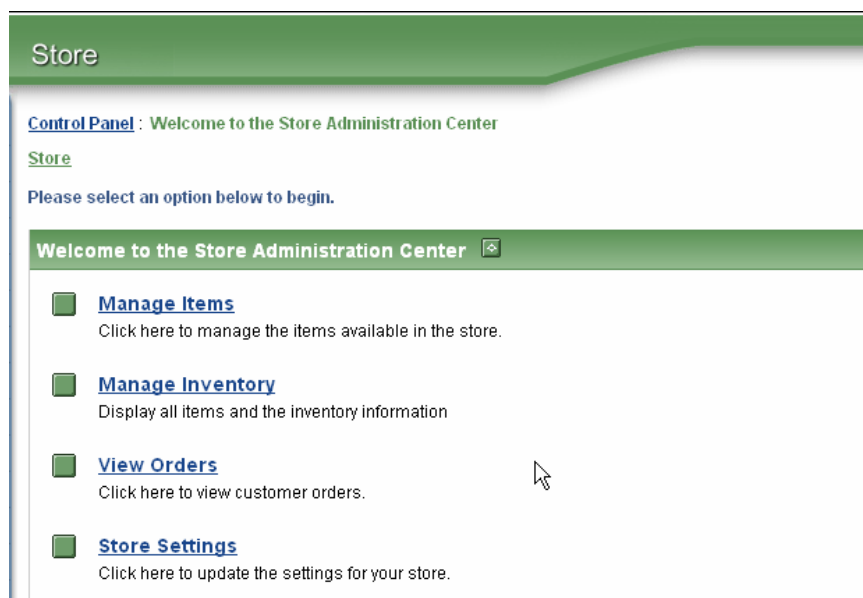
16 vFRG Store

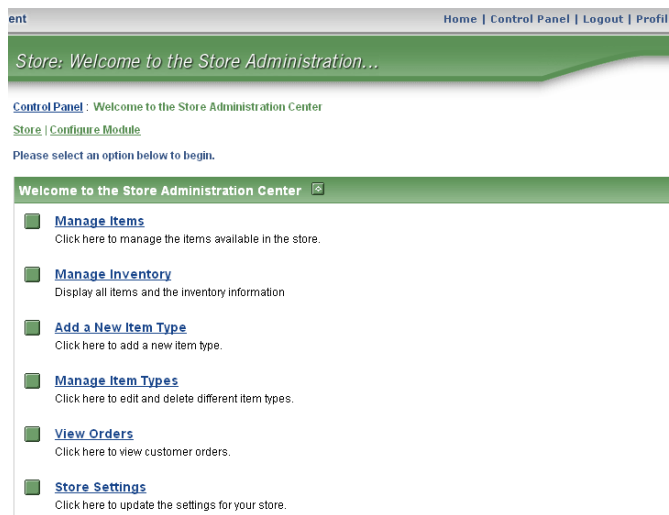
The vFRG Store allow Army NAF organizations to create online storefronts to feature and sell unit memorabilia, souvenirs, t-shirts, etc. You can use the vFRG store management tools to add new items to your store, manage your inventory, and manage customer orders.




To access the store management tools:

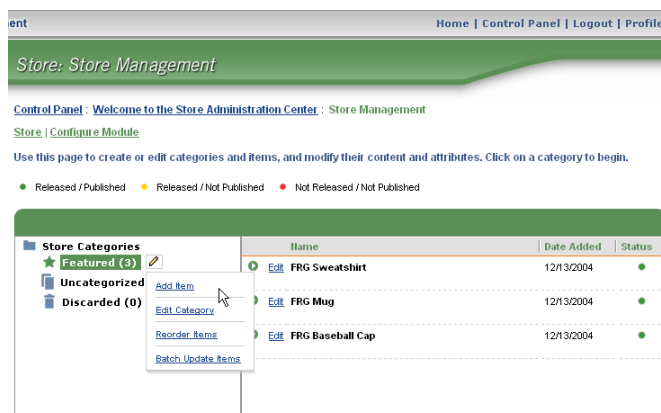
1. Navigate to the Control Panel index.
2. Click the Store link. You will see the Store Administration Center page. You can access management functions for the store from this page.





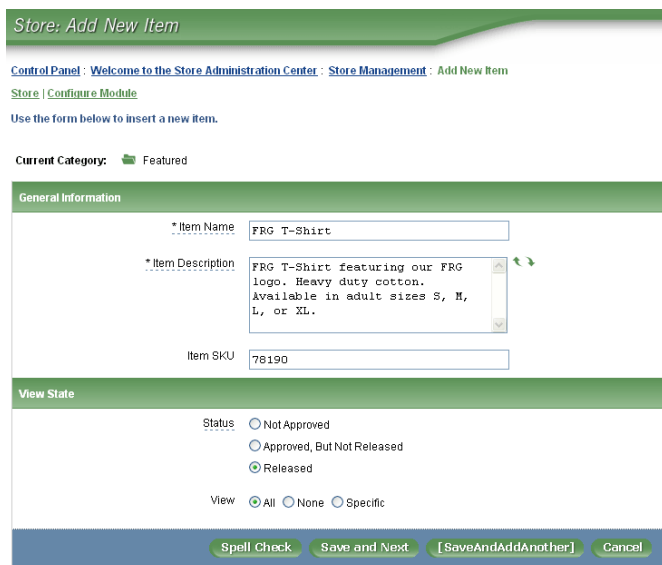
16.1 Adding Merchandise to the Store

1. Click the Manage Items option. You will see all of the merchandise categories for your site. Featured items are displayed more prominently within your store. Visitors to your store will see these items first.
2. Click the category where you want to add the new item. Press the edit () tool to access the editing tools for the category and choose the Add Item option.




3. Enter details for the new item, including the Item Name, Item Description, and Item SKU.
4. Choose the Status for the item. An item must be approved before it can be released to the public site. You may only approve an item if you have the appropriate user access level.
5. For the View options, choose whether you want All (if you want all users to be able to view the item), None (to hide the item from all users), or Specific (to choose which user access levels should be able to view the item).

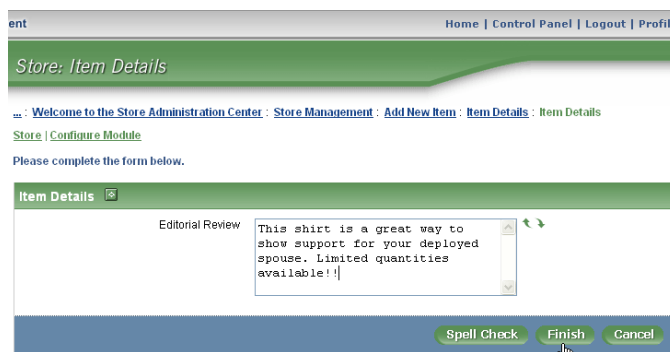
- Press Spell Check to double-check your text entries, if desired. Press Save and Next to continue adding item details.



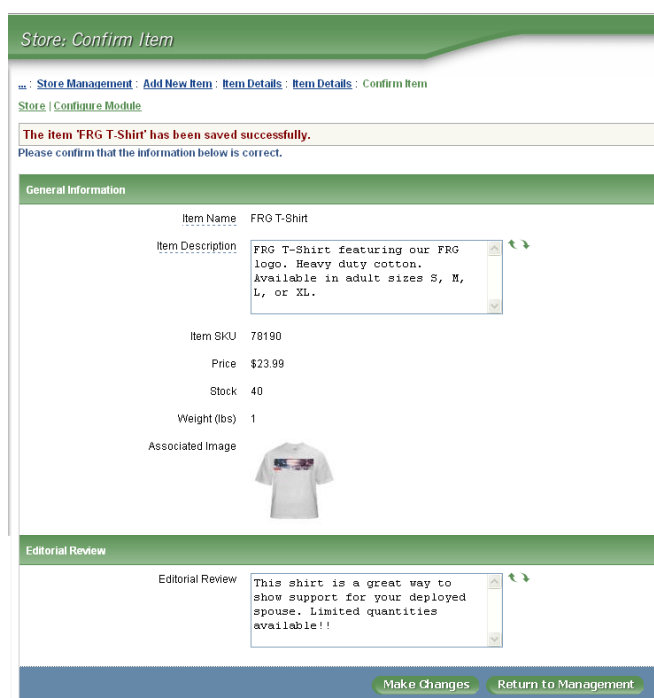
- Next, enter additional information for the item, including Price, the number of items in Stock, and the Weight (lbs).
- If you want to add a picture of the item, use the Browse button to locate the image file on your computer. Press Continue to move to the next step.



- Finally, add an Editorial Review for the item, if desired. To expand or collapse the field to show more or less text, press the  controls. Press Finish to add the new item to the store.



10. You will see the confirmation screen for the item. Press the Return to Management button to return to the Store Administration page.



16.2 Editing or Deleting Store Items

To update an item or remove it from the store:

1. Click the Manage Items option on the Store Administration page.
2. Find the item and press the Edit link next to the item's name.

Store: Store Management

Control Panel : [Welcome to the Store Administration Center](#) : Store Management

[Store](#) | [Configure Module](#)

Use this page to create or edit categories and items, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Store Categories	Name	Date Added	Status
★ Featured (5)	Edit FRG Sweatshirt	12/13/2004	●
■ Uncategorized (0)	Edit FRG Mug	12/13/2004	●
■ Discarded (0)	Edit FRG Baseball Cap	12/13/2004	●
	Edit FRG T-Shirt	12/13/2004	●
	Edit FRG Mousepad	12/14/2004	●

3. If you want to edit the item, change the necessary information and press Save and Next.
4. If you want to remove the item from your store, press the Discard button. The system will move the item to the Discarded store category. It will no longer be visible in your Web store.

Store: Update Item

Control Panel : [Welcome to the Store Administration Center](#) : [Store Management](#) : Update Item

[Store](#) | [Configure Module](#)

This page allows you to update item information. You may also update item status and change the viewing permissions for certain access levels.

Current Category: Featured

Current Item: FRG T-Shirt

General Information

* Item Name:

* Item Description:

Item SKU:

View State

Status: ☐ Not Approved ☐ Approved, But Not Released ☒ Released

View: ☒ All ☐ None ☐ Specific

[Spell Check](#) [Save](#) [Save and Next](#) [Discard](#) [Cancel](#)

16.3 Managing Store Inventory

1. Click the Manage Inventory option on the Store Administration page to see a list of all the items and the number of items in stock, ordered, and used to fulfill orders.
2. To update current stock quantities (e.g., if you receive a new shipment of merchandise) change the Current Stock quantity and press the Update button at the bottom of the screen.
3. To print a list of the current inventory for your store, click the Printer-Friendly Version button. An inventory list will display in a new browser window. Use your browser's print command to print the list.
4. If you need to add a new item to your store, see [Adding Merchandise to the Store](#).

5. If you need to remove an item from the store or update an item's description, see [Editing or Deleting Store Items](#).
6. To return to the Store Administration Center, click the Welcome to the Store Administration link at the top of the page.

Store: Manage Inventory

[Control Panel](#) : [Welcome to the Store Administration Center](#) : [Manage Inventory](#)
[Store](#) | [Configure Module](#)

Display all items and the inventory information.

Inventory Items						
Item Name	Current Stock	Projected Stock	Ordered	Approved	Processed	Received
FRG Mug	<input type="text" value="25"/>	20	5	0	0	0
FRG Sweatshirt	<input type="text" value="30"/>	28	2	0	0	0
FRG Baseball Cap	<input type="text" value="35"/>	35	0	0	0	0
FRG T-Shirt	<input type="text" value="40"/>	40	0	0	0	0

[Printer-Friendly Version](#) [Update](#)

16.4 Viewing and Managing Orders


With the Store module, you can change the status of an order to reflect processing status and add shipping tracking numbers to order.

1. Click the *View Orders* option on the Store Administration page. You will see a list of customer orders and their status.
2. Press the *View Order* link to view a customer's order. The Order Summary shows details for the order.

Store: Orders

[Control Panel](#) : [Welcome to the Store Administration Center](#) : [Orders](#)
[Store](#) | [Configure Module](#)

Below is a list of orders completed by customers.

View Orders 						
Viewing 1-2 of 2 items						
Order ID	Date Placed	User Name	Order Status	Payment Status	Total	
15570	12/13/2004 1:15:02 PM	John Smith	Received	Ready For Payment	\$60.24	View Order Update Order
17848	12/13/2004 1:14:22 PM	John Smith	Received	Invoice Not Prepared	\$99.98	View Order Update Order

Viewing 1-2 of 2 items

3. To print the order summary, press the Printer-Friendly Version button. A copy of the order will open in a new browser window. Use your browser's print command to print a copy of the order.

Store: Order Summary

[Control Panel](#) : [Welcome to the Store Administration Center](#) : [Orders](#) : Order Summary

[Store](#) | [Configure Module](#)

Order Summary [5]

Order Number: 15570

Shipping Address:
John Smith
8501 Mission Blvd
San Diego, California 92109

Send Payment To:

Name	Quantity	Price
FRG Mug	5	\$10.00
Subtotal:		\$50.00
Shipping & Handling (0):		\$8.00
Taxes:		\$2.24
Total:		\$60.24

[Printer-Friendly Version](#)

4. To return to the Orders page, press the Orders link at the top of the page.
5. Press the Update Order link to manage an order.

Store: Orders

[Control Panel](#) : [Welcome to the Store Administration Center](#) : [Orders](#)

[Store](#) | [Configure Module](#)

Below is a list of orders completed by customers.

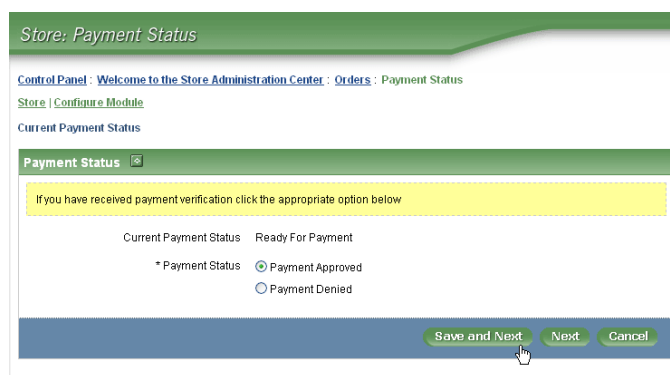
View Orders [5]

Viewing 1-2 of 2 Items

Order ID	Date Placed	User Name	Order Status	Payment Status	Total	
15570	12/13/2004 1:15:02 PM	John Smith	Received	Ready For Payment	\$60.24	View Order Update Order
17848	12/13/2004 1:14:22 PM	John Smith	Received	Invoice Not Prepared	\$99.98	View Order Update Order

Viewing 1-2 of 2 Items

6. In the Payment Status screen, you can add Shipping costs, Taxes, and any Additional fees for the order.
7. Change the Payment Status for the order: Invoice Not Prepared or Ready for Payment. Once you change the status to "Ready for Payment," an email will be sent to the user, with the total including the shipping, taxes and other fees you add here. Press Save and Next.
8. In the next screen, you can update the Payment Status for the order once you have received the customer's payment for the order (usually through the mail.) Select "Payment Approved" if you have received and accepted the customer's payment. If you have received the customer's payment, but cannot accept it, select the Payment Denied option.



9. If you have approved the payment, change the Order Status of the order.
10. "Received" indicates that you have received payment for the order.
11. "Pending" indicates that you have received the payment, but are still in the process of preparing the order for shipment.
12. "Processed" indicates that you have received payment and sent the order. Enter a Tracking Number for the merchandise shipment.
13. "Cancelled" indicates that you have cancelled the order. You should send payment back to the customer.

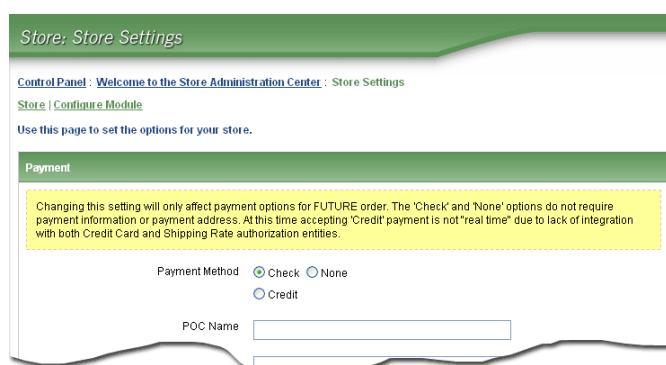


14. Press **Finish** to apply your changes.

16.5 Specifying Store Settings

If you change store settings, they will affect payment options for future orders.

1. Click the Store Settings option on the Store Administration page.
2. Choose the Payment Method for your store and the POC Name and Address details. The 'Check' and 'None' options do not require payment information or payment address. At this time accepting 'Credit' payment is not "real time" due to lack of integration with both Credit Card and Shipping Rate authorization entities.

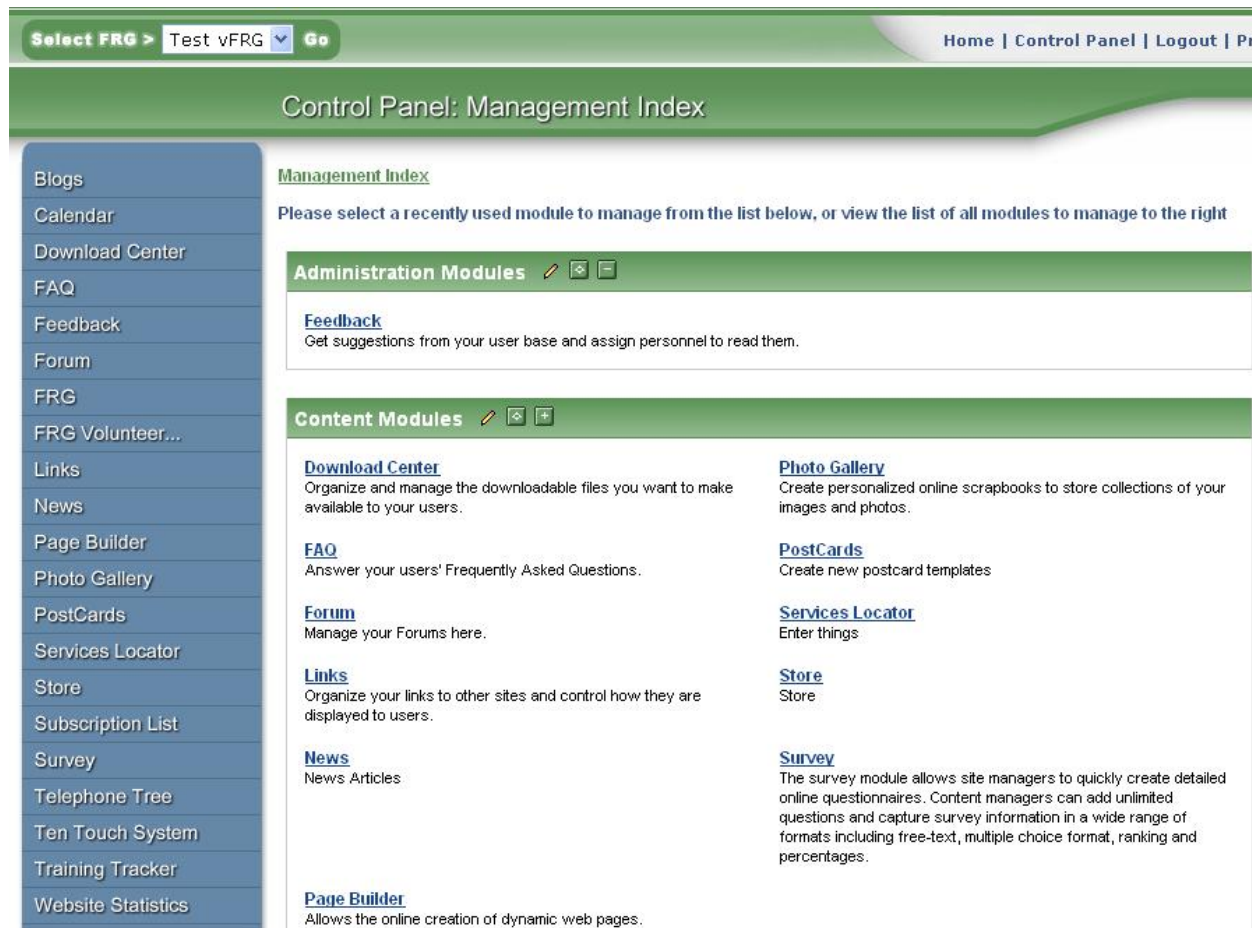


3. Identify the default Tax Rate for your store and indicate if you want to Use a Flat Shipping Rate. If you choose to use a flat shipping rate, enter the rate for the appropriate carrier. (Note: Since orders are not processed in real-time, this option is not recommended for order pricing.)
4. Choose User Rating options. You can enable numeric ratings or user reviews for your store.
5. Press Continue to apply the changes to your store.

17 FRG Site Management Tools

Authorized users can customize their vFRG sites and create new sites with the FRG Management tools. To access the FRG management tools:

1. Click on the Control Panel link at the top of the page; the Control Panel: Management Index window appears.



Select FRG > Test vFRG Go Home | Control Panel | Logout | Pr

Control Panel: Management Index

Management Index

Please select a recently used module to manage from the list below, or view the list of all modules to manage to the right

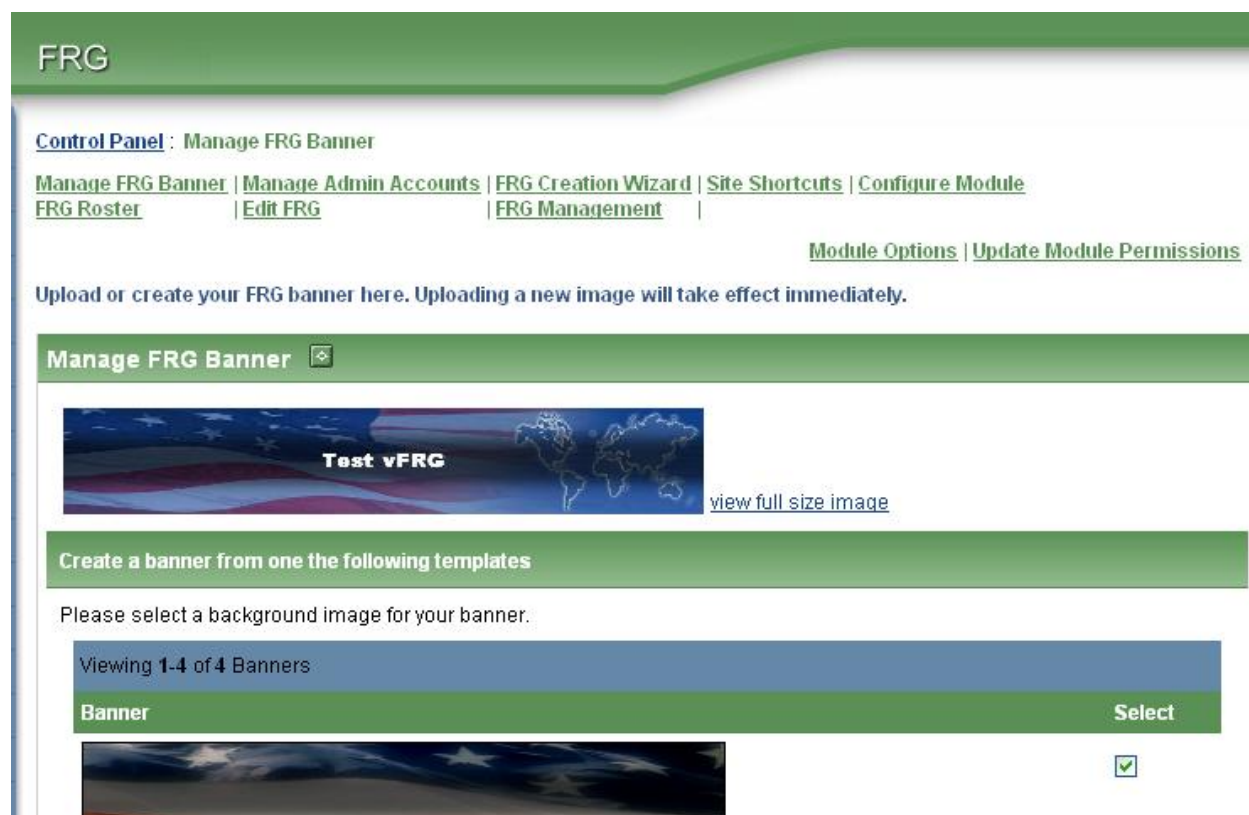
Administration Modules

[Feedback](#)
Get suggestions from your user base and assign personnel to read them.

Content Modules

Download Center Organize and manage the downloadable files you want to make available to your users.	Photo Gallery Create personalized online scrapbooks to store collections of your images and photos.
FAQ Answer your users' Frequently Asked Questions.	PostCards Create new postcard templates
Forum Manage your Forums here.	Services Locator Enter things
Links Organize your links to other sites and control how they are displayed to users.	Store Store
News News Articles	Survey The survey module allows site managers to quickly create detailed online questionnaires. Content managers can add unlimited questions and capture survey information in a wide range of formats including free-text, multiple choice format, ranking and percentages.
Page Builder Allows the online creation of dynamic web pages.	

2. Click the *FRG* link either from the navigation menu on the left, or within the Custom Modules area. The FRG window opens.



- Options for FRG site customization are listed as links across the top of the page and you can access the options by clicking on the appropriate link. The options included are:

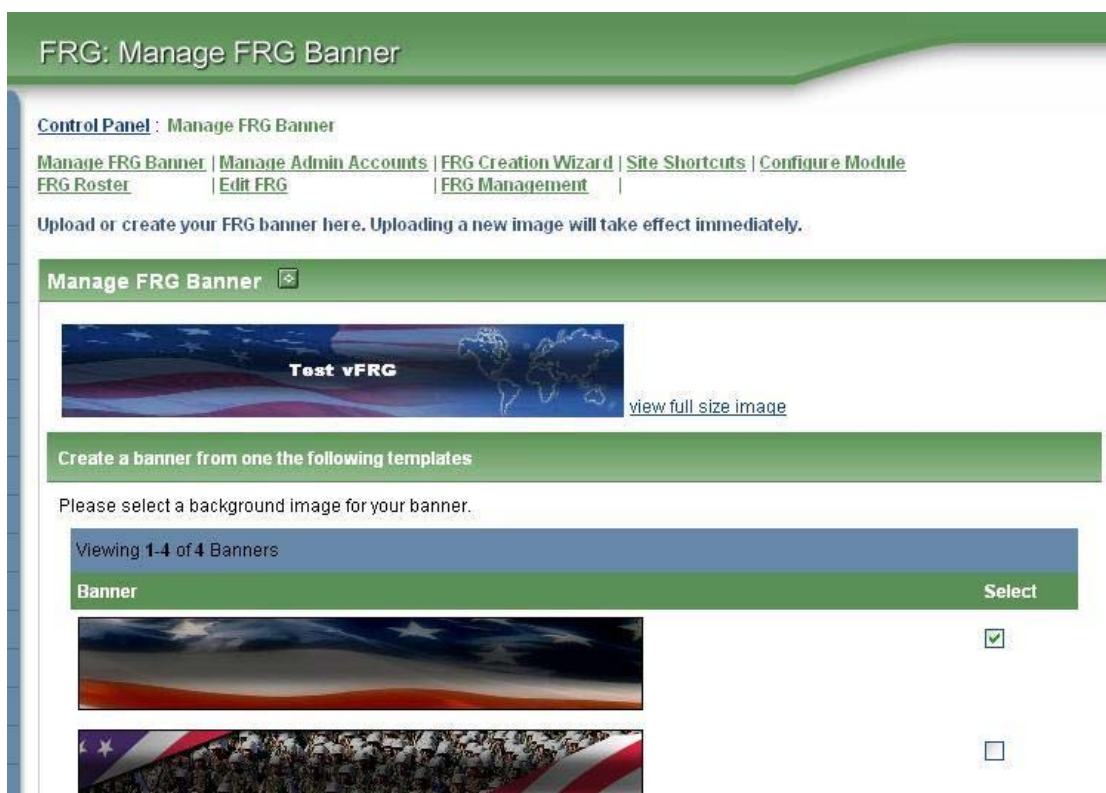
[Manage FRG Banner](#)
[FRG Roster](#)
[Manage Admin Accounts](#)
[Edit FRG](#)
[FRG Creation Wizard](#)
[FRG Management](#)
[Site Shortcuts](#)
[Configure Module](#)

17.1 Manage FRG Banner

You can change your sites banner by choosing a new image from the FRG main window, or by selecting the Manage FRG Banner option.

To change your FRG site banner:

- Choose the *Manage FRG Banner* option. The only change you'll see in the window will be the window title, which is now FRG: Manage FRG Banner.



2. Select the check box of the desired banner and press Continue. The FRG: Preview Banner window will appear.



3. Select Discard if the new banner is not suitable, and reselect. Select Finish to finalize the banner selection.

17.2 FRG Roster

Registered vFRG system users can subscribe to released individual FRG sites. Subscribing to an FRG site puts the user on the FRG's roster. Users may subscribe to more than one FRG. For more information on how to subscribe to an FRG site, see [FRG Subscriptions](#).

To view the FRG Roster for your site:

1. Go to the Control Panel and select the *FRG* link. The FRG management window appears.



2. Press the *FRG Roster* link at the top of the FRG Management page for your FRG site.
3. You will see all of the users who have subscribed to your FRG, along with any contact and username information.

View the users of your FRG.

FRG Roster	
First Name	John
Last Name	Anderson
Username	FRGAdmin
Password	*****
Greeting Name	John Anderson
Email	john@mail.com
Address	111 Main Street

17.3 Manage Admin Accounts

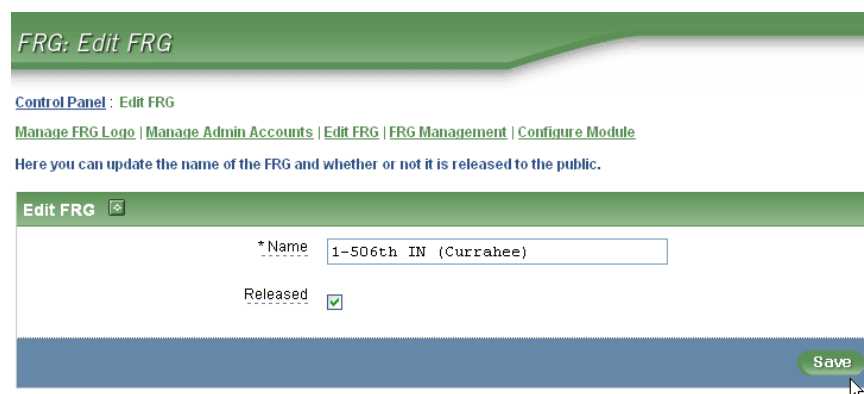
With the Manage Admin Accounts you can view the Admin Accounts and subscriber user accounts who have subscribed to your vFRG. To change access, be it administrative or user, to your vFRG site, refer to Section 4.

1. From the Control Panel window, select FRG, the FRG window will appear.
2. Select *Manage Admin Accounts* customization option. The User List for your vFRG website will appear. You will not be able to edit accounts within this function. Please refer to Section 4.3 Modifying Your vFRG Site Subscribers.

17.4 Edit FRG

With the Edit FRG option, you can change the name of your FRG site and indicate whether or not the site should be released to the public.

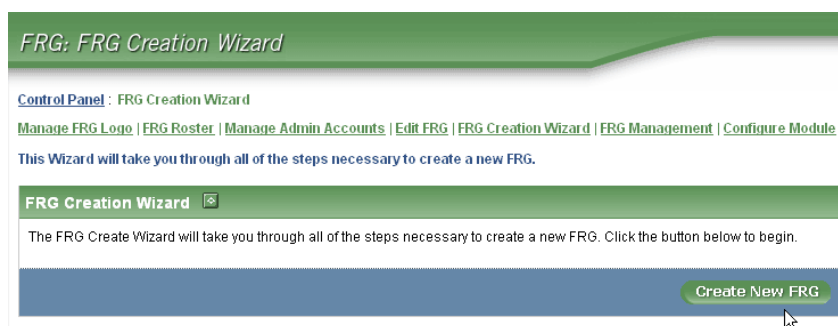
1. Click the *Edit FRG* customization option.
2. If necessary, change the *Name* of the FRG site.
3. Use the *Released* checkbox to indicate whether or not the FRG site should be released to the public. If a site is not released, visitors will not be able to view its content through the Virtual FRG Web system.
4. Press the **Save** button to apply your changes.



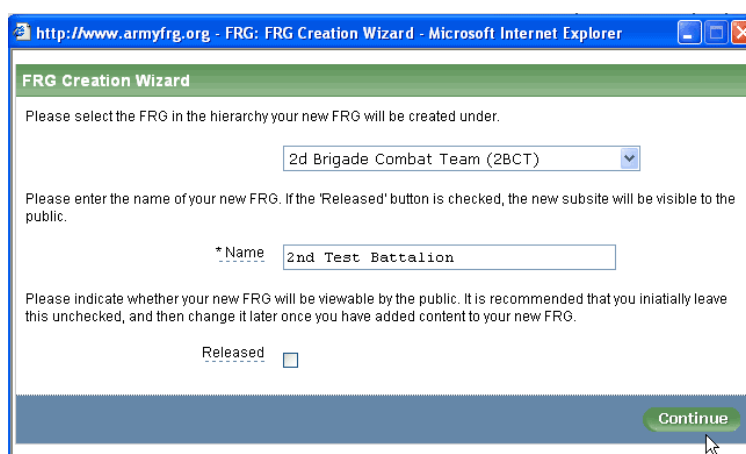
17.5 FRG Creation Wizard

The FRG Creation Wizard takes you, step-by-step, through the process of adding a new FRG site to the vFRG system. To get started:

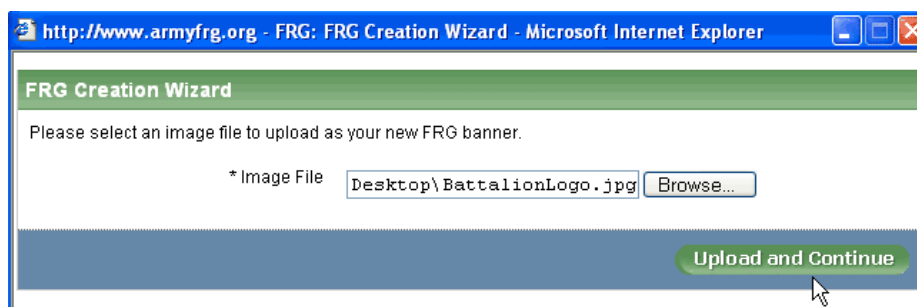
1. Go to the FRG Management index page.
2. Click the *FRG Creation Wizard* customization option.



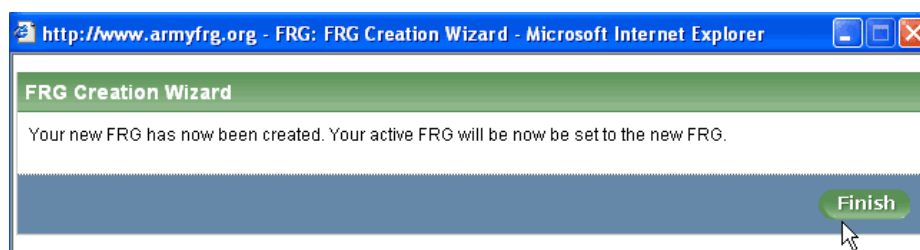
3. Click the **Create New FRG** button to start the wizard. The wizard will launch in a pop-up browser window.
4. Enter the *Name* of the new FRG site. If you would like to release the site to the public, check the *Released* box. Note: It is recommended that you keep the site unreleased, until you have added content to it. Press **Continue** to move to the next step of the wizard.



5. Next, use the Browse button to choose the image file that you want to use as your new FRG banner (e.g., a JPG file). This is the image that will display at the top of all of your FRG site pages. Press Upload and Continue to add the image.



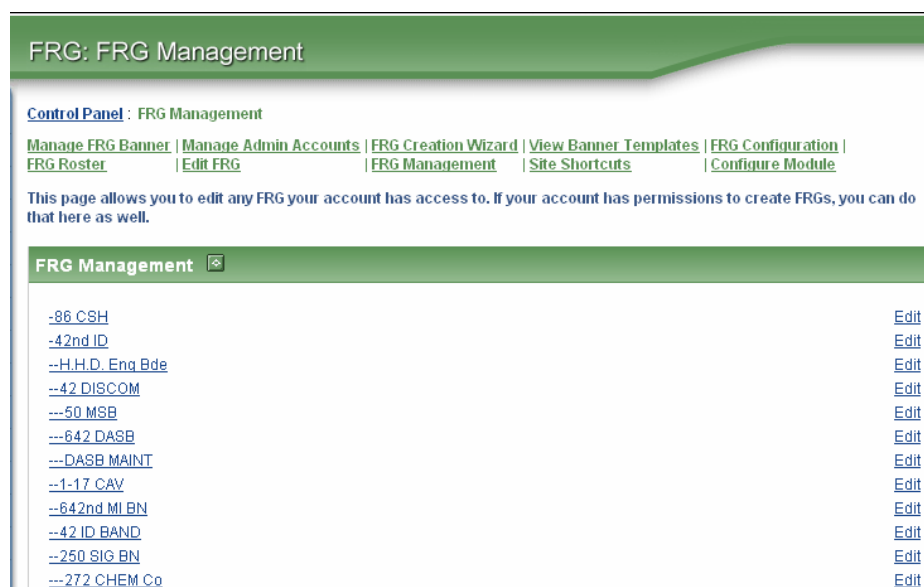
- You'll see the FRG Creation Wizard confirmation screen. Press Finish to close the wizard. Your active FRG will be set to your new FRG, and you can add or manage content to it through the Control Panel.



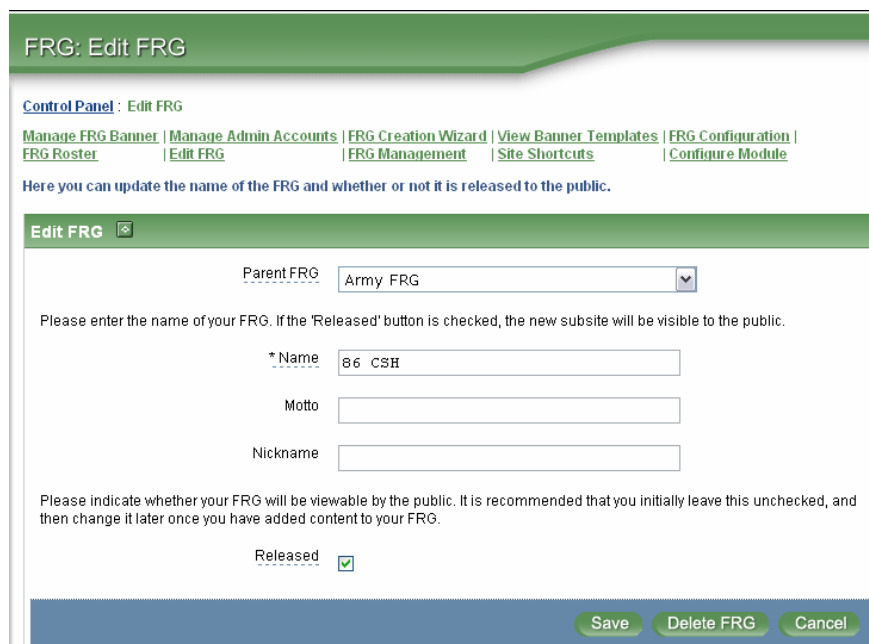
17.6 FRG Management

With the FRG Management customization option, you can edit or delete any FRG you are authorized to access. If you have permission to create new FRGs, you can also create them with this option.

- Click the FRG Management customization option.
- A list of FRG sites will display. You will see *Edit* and *Add Sub* links next to the FRGs you can edit or create sub-sites for.



- Click the *Edit* link next to any FRG you are authorized to edit. You will be directed to an Edit FRG form for the site. Make any changes to the FRG name or release status and press the **Save** button. If you want to delete the FRG site, press the **Delete FRG** button.



The screenshot shows a web interface for editing a Virtual FRG (vFRG). At the top, there's a green header bar with the text "FRG: Edit FRG". Below this, a navigation menu includes links like "Control Panel", "Edit FRG", "Manage FRG Banner", "Manage Admin Accounts", "FRG Creation Wizard", "View Banner Templates", "FRG Configuration", "FRG Roster", "Edit FRG", "FRG Management", "Site Shortcuts", and "Configure Module". A green box contains the text: "Here you can update the name of the FRG and whether or not it is released to the public." The main form area has a green header "Edit FRG" with a close icon. It contains a "Parent FRG" dropdown menu set to "Army FRG". Below this is a text instruction: "Please enter the name of your FRG. If the 'Released' button is checked, the new subsite will be visible to the public." There are three text input fields: "* Name" (containing "86 CSH"), "Motto", and "Nickname". Below these is another instruction: "Please indicate whether your FRG will be viewable by the public. It is recommended that you initially leave this unchecked, and then change it later once you have added content to your FRG." The "Released" checkbox is checked. At the bottom, there are three buttons: "Save", "Delete FRG", and "Cancel".

18 Blogs

A blog is often characterized as an online diary or journal, but it can have many other uses. It consists of text that is posted and listed by date, with the most recent postings listed first. Older postings are usually available under an archive list grouped by month and year. The main goal is to make it quick and easy for anyone to put their thoughts online. In this case, it allows the vFRG site to become interactive.

Through the Blog Users Guide, which can be accessed through your sites Download Center, or the Army FRG site's Download Center, you will be able to author, and enter Blogs. You will also be able to edit blog settings, enter comments, search for blogs and view blogs.

From the Download center, select the *Help Documentation* link. The window will change, listing all accessible documentation.

Select the vFRG Blogs link; to open or save the Virtual FRG Blogs User Guide. Please refer to the Blog Users Guide for further explanations and procedural steps.

19 Calendar

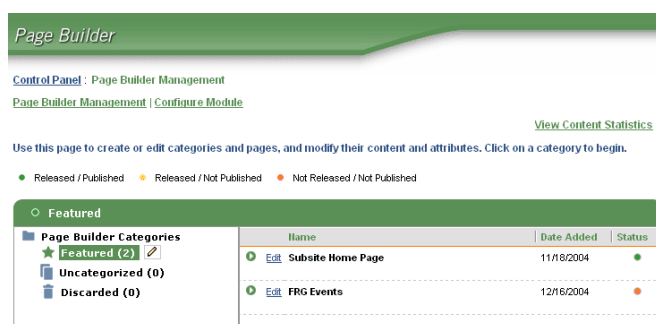
The Calendar module is designed to allow the user to set up specific events in the calendar, it will also allow you to synchronize the events with MS Outlook's calendar. Specific information and instructions for using the Calendar option can be accessed through your sites Download Center, or the Army FRG site's Download Center.

20 Using Xtendable® Server PageBuilder

Page Builder is a powerful tool that allows you to create new, seamlessly integrated Web pages for your site. While HTML knowledge is not required to use the module, Page Builder supports all HTML formatting tags. New pages created with Page Builder automatically integrate with the other content and modules in the vFRG system.


To access Page Builder:

1. Navigate to the Control Panel index.
2. Click the *PageBuilder* link. You will see the PageBuilder Index, which contains all of the PageBuilder content pages for your site. Click on a category name to view a list of the Web pages included in it.



20.1 Creating New Page Builder Pages

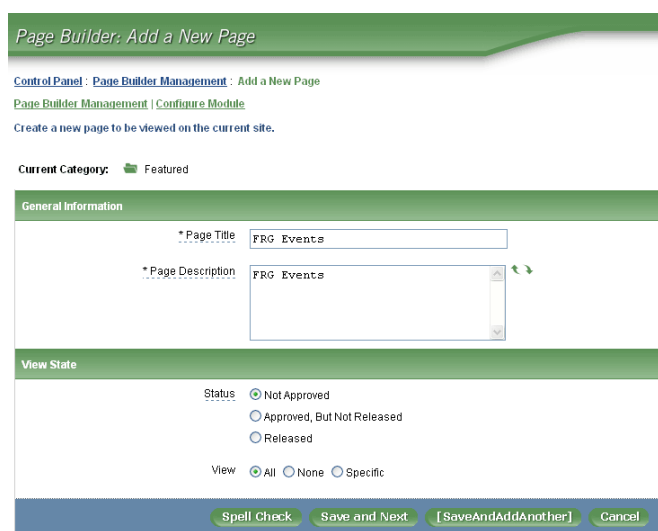
New Page Builder pages are added as content items to the Page Builder categories for your site. For more information on managing Page Builder categories, see [Managing Page Builder Categories](#).

1. Click the category or subcategory name where you want to add the new page.
2. Press the Edit () tool and select the *Add Page* option.



20.2 Entering Page Details

1. Enter details about your new page, including the *Page Title* and *Page Description*.
2. Select the *Status* options for your page. The options are: Not Approved, Approved but Not Released, or Released. Approved pages have been reviewed by users with approval privileges. Released pages will be published directly to your public site.
3. Choose which user access levels will be able to *View* your release. Select “All” to make your page visible to all site visitors. Select “None” to hide your page from all visitors. Select “Specific” to restrict the page to users with specific access levels. Then, choose which access levels should be able to view your page.
4. If desired, click the **Spell Check** button to check all the spelling in your text.
5. Press **Save and Next** to move to the next step.



20.3 Choose a Page Layout

Page Builder offers a wide range of layout options to suit your content. Each of the template layouts is described on screen. Read the template descriptions and choose the best layout for your content.


Page Builder: Edit Page Content


[Control Panel](#) : [Page Builder Management](#) : [Add a New Page](#) : Edit Page Content


[Page Builder Management](#) | [Configure Module](#)

[View Content Statistics](#)

Use the tools to update the content of the current page. To get started, please click on the "pencil" icon located at the top of any "outlet". Please refer to the Xtendable Server Guide for more instructions.

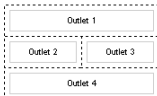
Current Category:  Featured

Current Page:  FRG Events

Edit Page Content 


☐ **Header Footer Template**

Use this layout to create newsletters or any type of pages with a banner or logo on the top, pictures or text in the middle, and contact information on the bottom.



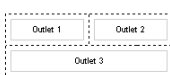
☐ **Three Column No Header**

A three-column layout with no header across the top.



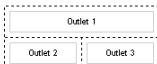
☐ **Footer Template**

This layout is ideal for creating pages that contain an image next to a block of text followed by contact information.



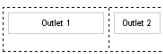
☐ **Header Template**

This layout is excellent for creating a page with a banner or catchy title and a lead news story with a photo.



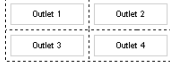
☐ **Right Bar Template**

This layout is great for creating a page with a main block of text surrounded by supporting information such as an article with links to other popular articles featuring that same subject.




☐ **Two Column Split Template**

This layout is good for creating pages with multiple blocks of information to grab the reader's attention quickly. You can list upcoming announcements, important links, or frequently asked questions.




☐ **Two Column Template**

This layout is perfect for pages where you would like to display blocks of information side by side, such as site homepages.



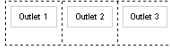
☐ **Free Form Template**

This layout works well if you will be entering custom HTML into your page or adding large amounts of content that doesn't require specific formatting.



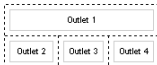
☐ **Paneled Page**

This layout works well if you have a large, complex page with a variety of different items you wish to showcase.



☐ **Header Three Column**

A three-column layout with a header across the top.



Save and Next **Cancel**

1. Press **Save and Next** once you've selected a layout.
2. To start building your page, see [Developing Content with Page Builder](#).


Page Builder: Edit Page Content


[Control Panel](#) : [Page Builder Management](#) : [Add a New Page](#) : Edit Page Content


[Page Builder Management](#) | [Configure Module](#)

[View Content Statistics](#)



Use the tools to update the content of the current page. To get started, please click on the "pencil" icon located at the top of any "outlet". Please refer to the Xtendable Server Guide for more instructions.

Current Category:  Featured



Current Page:  FRG Events

Edit Page Content 



Save Page **Publish Page** **Preview Page**

 Add New Outlet  Page Properties

Version History: [1]

Title  

Sample Content



Title  

Sample Content

20.4 Developing Content with Page Builder

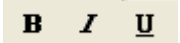


Once you have created your PageBuilder page, you can add content to it.

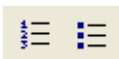







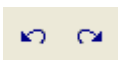


Each outlet is independent of the others, and can contain text, images, or even content objects from other modules.

1. To edit an outlet, press the edit () tool in the top right corner of the outlet. To remove an outlet from your page, press the Delete () icon in the top right corner of the outlet.



2. To add a new outlet to your page, press the *Add New Outlet* link. A wizard will guide you through the process.
3. To change the title for an active outlet, click the outlet name and type the new title.
4. To add text to your outlet, type directly into the page outlet.
5. You can use the Page Builder Toolbox controls to add additional effects to an outlet, including formatting effects or adding images, hyperlinks, or content outlets.

Control	Effect
	Make text bold , <i>italicized</i> , or <u>underlined</u> .
	Control the justification of text. Make lines right, full, or left justified.
	Increase or decrease font size.

Control	Effect
	Add numbering or bullets to a line.
	Indent or outdent text.
	Create a hyperlink to another Page Builder page. A wizard will guide you through the process.
	Create a hyperlink to another Web page. A wizard will guide you through the process.
	Copy, cut, and paste text.
	Edit HTML directly. Click this button to open a window where you can manipulate the HTML for the active outlet.
	Insert an image into the page. Page Builder only supports JPEG images. A wizard will guide you through the process.
	Insert a content outlet. Content outlets allow you to display information from other Xtendable modules. A wizard will walk you through the process.
	Undo the last action made, or redo an action that has been undone.
	Change the style of the header (title bar) of this outlet.
	After selecting an image you have inserted, you can choose how the text wraps around that image. The options

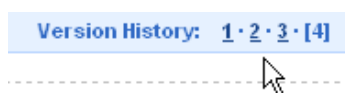
Control	Effect
	are no wrap (text will not appear to the sides), left (text will wrap around the right side), or right (text wraps around the left).

- To move to another outlet on the page, simply click the outlet and choose the editing tool to edit it.

20.5 Saving and Publishing Pages

Once you have created your page with Page Builder, you can save the page, preview it, or publish it. Saving a page saves the formatting and content you have entered with Page Builder, but does not publish it to your site. You may want to save a page if you want to finish working on it during a future editing session. Previewing a page allows you to see what a page will look like before actually posting it to your public site. Publishing a page releases the page to your public site where visitors will be able to view it. A good rule of thumb is to save your page as soon as you insert an image, and then add text to the outlet.

The system will store ten versions of the page, in case you prefer the look or content of an earlier version. The Version History lists each saved version of your page. To revert to a previous version, simply click the version number.



21 Additional Assistance

For help with the vFRG system, you can either use the vFRG online help system or contact technical support.

21.1 Accessing Online Help

If you have a question while working with the vFRG system, click the Online Help button in the vFRG navigation bar.

21.2 Contacting Technical Support

If you have any additional questions that this guide did not answer, contact the DefenseWeb Technical Support Team at (858) 272-8505 or support@defenseweb.com.

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.